

Child & Adult Care Food Program Manual for Child Care Centers



Missouri Department of Health & Senior Services
Division of Community & Public Health
Bureau of Community Food & Nutrition Assistance

P.O. Box 570

Jefferson City, MO 65102

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www.health.mo.gov/cacfp



Missouri Department of Health & Senior Services

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:** U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** program.intake@usda.gov

This institution is an equal opportunity provider.

Introduction

How to Contact the Program

For questions about the Child and Adult Care Food Program (CACFP), requests for technical assistance, or instructions on how to schedule training, please contact:

Missouri Department of Health & Senior Services
Division of Community & Public Health
Bureau of Community Food & Nutrition Assistance
P.O. Box 570
930 Wildwood Drive
Jefferson City, MO 65102

1-800-733-6251

1-573-751-6269

Fax: 573-526-3679

Email: cacfp@health.mo.gov



Training

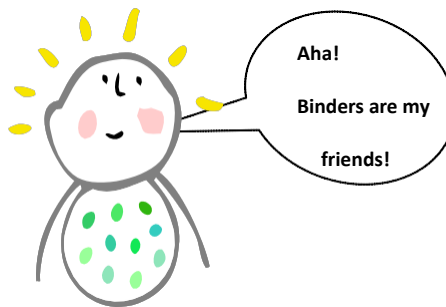
1. Orientation & Recordkeeping Training for Child Care Centers is a classroom training offered at the district locations. To enroll for classroom trainings, visit the webpage at: www.health.mo.gov/cacfp.
2. Online Trainings are available at: www.health.mo.gov/cacfp.

Online Trainings include:

- Civil Rights Training;
- CACFP Meal Pattern Training;
- CACFP Infant Meal Pattern Training.

Orientation Objectives

1. Understand the staff and director responsibilities for the child care center or sponsoring organization (SO) participation in the Child and Adult Care Food Program (CACFP).
2. Understand the responsibilities of the Bureau of Community Food and Nutrition Assistance (CFNA) in administering the CACFP.
3. Discuss how new and renewing centers and SO's must demonstrate that they meet and comply with CACFP Performance standards of viability, capability, and accountability. Understand the importance of accurate recordkeeping and its role in verifying the center's claims for reimbursement.
4. Identify the records that must be maintained by center staff to meet regulatory requirements. Explain the procedures for completing each record.
5. Use the meal pattern requirements and menu planning process to create nutritious and creditable meals.



Acronyms

APP	Alternate Protein Product
ASCS	At-Risk Afterschool Care Centers
CACFP	Child and Adult Care Food Program
CFNA	Community Food and Nutrition Assistance
CFR	Code of Federal Regulations
CN	Child Nutrition
CNP	Child Nutrition Program
DGA	Dietary Guidelines for Americans
DHSS	Department of Health & Senior Services
EBT	Electronic Benefit Transfer
FBG	Food Buying Guide
FNS	Food and Nutrition Services
FSD	Family Support Division (formerly DFS-Division of Family Services)
HHS	Health and Human Services
IEF	Income Eligibility Form
NDL	National Disqualified List
NSLP	National School Lunch Program
OSHCC	Outside School Hours Care Center
OVS	Offer vs. Serve
PFS	Product Formulation Statement
SA	State Agency
SBP	School Breakfast program
SCCR	Section of Child Care Regulation
SD	Seriously Deficient
SFSP	Summer Food Service Program
SNAP	Supplemental Nutrition Assistance Program (formerly Food Stamps)
SO	Sponsoring Organization
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
VCA	Viability, Capability and Accountability
VPP	Vegetable Protein Product
WIC	Women, Infants and Children

Benefits of the Child & Adult Care Food Program

Child and Adult Care Food Program (CACFP) can help your center and the families you serve.

CACFP plays a vital role in improving the quality of child care, making it more affordable for many low-income families. Benefits include:

- Centers may be approved to claim up to two meals (breakfast, lunch or supper) and one snack (morning, afternoon or evening) OR two snacks and one meal per enrolled participant in attendance each day;
- Training and technical assistance is available on nutrition, foodservice operations, program management, nutrition education and recordkeeping;
- Improved health and well-being of infants and children through age 12 by providing nutritious, well-balanced meals; and
- Development of healthy eating habits in children that will last through their lifetime.



Key points to remember about CACFP:

- Providing nutritious meals and snacks is the primary goal. The mission of Food and Nutrition Service (FNS) is to provide children and families better access to food and a more healthful diet through its food assistance programs, such as CACFP, and nutrition education efforts in compliance with 7 CFR 226.
- CACFP is a supplementary program; not an entitlement program which requires accurate recordkeeping and program compliance.
- United States Department of Agriculture's (USDA) FNS administers the CACFP at the national level and the Department of Health and Senior Services (DHSS), Bureau of Community Food and Nutrition Assistance (CFNA), is the State Agency (SA) who administers the program in Missouri.
- CACFP is regulated by Congress and the USDA.
- CFNA will conduct CACFP monitoring reviews in compliance with 7 CFR 226.6, the Code of Federal Regulations and CFNA policy and guidance.

Management Accountability and Control

The executive director and the board chair or owner of the child care facility or sponsoring organization (SO) and those named as a Responsible Individual and Food Program Contact must, due to their position in the facility, accept final administrative and financial responsibility for the Child and Adult Care Food Program (CACFP). Due to this financial and administrative responsibility, a program must be operated effectively and with integrity.

Community Food and Nutrition Assistance (CFNA) establishes rules and procedures and makes decisions regarding a facility's ability to operate the program. CFNA bases these decisions on information from internal controls at the federal and state level that includes: information obtained during the application process; information from audits and complaints, results of edit checks, reviews and monitorings; and civil and criminal action.

Each new independent facility, SO of two or more facilities, or renewing facility must demonstrate they are operating in accordance with the **CACFP Performance Standards – Viability, Capability and Accountability (VCA)** outlined in 7 CFR 226.6(b)(1):

1. The organization must be **Financially Viable**. The facility must have a budget and demonstrate it has adequate financial resources to operate the CACFP on a daily basis, has adequate sources of funds to withstand temporary interruptions in CACFP payments and/or fiscal claims against the facility and can document financial viability through audits or financial statements.
2. The organization must be **Administratively Capable**. The facility must have appropriate and effective management practices in effect to provide program benefits to all participants and an adequate number and type of qualified staff to operate the CACFP.
3. The organization's program must be **Accountable**. The facility must have internal controls and other management systems in effect to ensure the CACFP will operate in accordance with requirements:
 - **Board of Directors** - have adequate oversight of the program by its governing board;
 - **Fiscal Accountability** - with management controls specified in writing;
 - **Recordkeeping** - maintain appropriate records to document compliance with CACFP requirements including budgets, accounting records, approved budget amendments, and if a sponsoring organization, management plans and appropriate records on facility operations;

- **SO operations** - documentation in the management plan that it will provide adequate training, perform monitoring, and ensure that administrative costs do not exceed the regulatory limit; and
- **Meal Service and other operational requirements** - follow the practices that result in the operation of the program in accordance with the meal service, recordkeeping and other operational requirements of the Federal Regulations. These practices must be documented and must demonstrate the independent center or sponsored facilities will:
 - provide meals that meet meal pattern requirements;
 - comply with licensure or approved requirements;
 - have food service that complies with applicable state and local health and sanitation requirements;
 - comply with civil rights requirements;
 - maintain complete and appropriate records on file; and
 - submit claim reimbursement only for eligible meals.

Program Integrity

A facility can never be Seriously Deficient (SD) without some improper action by a person. Regulations require the chairman of the Board of Directors as well as the executive director or owner or other person(s) responsible for the Child and Adult Care Food Program (CACFP) operation, noted on the Center and/or Sponsor Info Sheets on the Application/Claims database are considered the “responsible individual(s)” or “responsible principal(s)” of the organization. By virtue of the management position as a “responsible person”, you have administrative and financial responsibility for the oversight, management and integrity of the CACFP and compliance with applicable regulations.

Should your facility or institution ever be classified SD and terminated due to mismanagement of the CACFP, the name(s) of the “responsible principal(s)” and “responsible individual(s)” will be placed on the United States Department of Agriculture’s (USDA) National Disqualified List (NDL). Once on the NDL, the responsible(s) parties named would not be able to work in another organization that participates in the CACFP or in any other Child Nutrition Program for up to seven years.

Management Tools and Resources

Child care facilities and organizations enter into a contract with Community Food and Nutrition Assistance (CFNA) to participate in the CACFP. The following management tools and resources are available on the Missouri CACFP website at:

www.health.mo.gov/cacfp

- CACFP Income Eligibility Guidance for Child Care Centers
- USDA Food Buying Guide (web-based and mobile app.)
- Orientation and Recordkeeping Workbook for Child Care Centers
- “And Justice For All” poster
- Building for the Future poster and brochure
- Missouri WIC Works poster



Discovering Problems

The following is a management assessment tool that describes some of the more common indicators of program mismanagement identified through federal and state level internal controls.

Child and Adult Care Food Program Institutions Indicators of Potential or Existing Problems (RED FLAGS!)

Budget/Claim for Reimbursement



Year-to-date claims do not reflect approved budget.



Questionable or potentially fraudulent meal claiming practice (e.g. meals claimed when facility is closed).

Operational Oversight



No qualified accountant or an adequate accounting information system.



Lack of internal controls (e.g. inadequate separation of duties, position held by family member limits internal control).



Related party transactions (e.g. when director or family member is the owner of the catering company used for contracted meals or owner of rented property housing the CACFP facility).



Absentee management.



Substantial difference between the number of participants observed at meal time during the monitoring review and the Average Daily Participation (ADP) for the same meal for the review month.



Substantial difference between the attendance documented by SCCR in the "Child Care Provider Search" and the ADP for the meal claimed when the time the SCCR specialist was in the facility.

Audits



Required audits or monitoring reviews are not performed by SO's.



Management/Board of Directors does not follow-up on corrective action taken.

Other



Health and safety concerns reported from any source.

Enrollment Records

Documentation of enrollment is a Child and Adult Care Food Program (CACFP)

requirement. Every child enrolled in care must have an enrollment record on file. The Section for Child Care Regulation (SCCR) and the CACFP regulations each require specific enrollment information; however centers now have the option of using the combined Child Care Enrollment Form (MO 580-2994) that is approved for both SCCR and CACFP or CACFP Enrollment Form for Child Care Centers (CACFP –229)*. Regardless of the form used, the original date the participant enrolled for care must be indicated – not the enrollment renewal date.

CACFP Regulations require the enrollment form include the following information:

- Participant's form be updated annually
 - Be signed by a parent or legal guardian
 - Include child's normal days and hours in care
 - Meals normally received
1. The original enrollment form must be signed and dated by the parent verifying that the information is accurate.
 2. The shaded CACFP Requirement sections of the joint enrollment form, MO 580-2294, must be updated, dated and signed by the parent or guardian every year.
 3. The MO 580-2994 enrollment form must be kept in the child's individual file and available to the Nutritionist within one hour of arrival for a monitoring review.
 4. Admission dates listed on enrollment forms are compared to meal count records during a monitoring review. Meals served to children prior to the admission date on the signed enrollment form will not be reimbursed.
 5. Keep original enrollment records and all CACFP records for three full fiscal years (October 1 through September 30) after the final claim for the fiscal year was submitted and longer if audit findings have not been resolved.
 6. Parents may be periodically contacted by Community Food and Nutrition Assistance (CFNA) staff to verify a child's enrollment and attendance at the center.
 7. If the CACFP-229 enrollment form is used, it is recommended it be filed alphabetically with the Income Eligibility Forms (IEF) in a 3-ring binder.

***NOTE:** There is no federal requirement that a center or Sponsoring Organization (SO) use a specific CACFP enrollment form. With CFNA approval, an enrollment form already in use that captures the CACFP required information may be used (CACFP 15-2013, Existing Flexibilities in the CACFP, July 26, 2013).

For-Profit Centers: All proprietary Title XX centers must keep records for each month CACFP reimbursement was claimed, documenting that at least 25% of the enrollees or 25% of the licensed capacity, whichever was less, were Title XX beneficiaries [7 CFR 226.15(e)(3); 226.17(b)(4)].

The CACFP-229 and MO 580-2994 enrollment forms are available to print at: www.health.mo.gov/cacfp
- Forms



MISSOURI DEPARTMENT OF ELEMENTARY AND
SECONDARY EDUCATION
OFFICE OF CHILDHOOD – CHILD CARE COMPLIANCE
CHILD CARE ENROLLMENT FORM

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
BUREAU OF COMMUNITY FOOD & NUTRITION ASSISTANCE

FACILITY/PROVIDER NAME	ADMISSION DATE	DISCHARGE DATE
CHILD'S NAME	GENDER	BIRTHDATE
ADDRESS (STREET, CITY, STATE, ZIP CODE)		
IDENTIFYING INFORMATION		
MOTHER'S/GUARDIAN'S NAME	TELEPHONE NUMBER	
ADDRESS (STREET, CITY, STATE, ZIP CODE) OR CHECK IF SAME AS ABOVE <input type="checkbox"/>		
E-MAIL ADDRESS		
EMPLOYER OR SCHOOL	WORK/SCHOOL SCHEDULE	
EMPLOYER/SCHOOL ADDRESS (STREET, CITY, STATE, ZIP CODE)	WORK TELEPHONE NUMBER	
FATHER'S/GUARDIAN'S NAME	TELEPHONE NUMBER	
ADDRESS (STREET, CITY, STATE, ZIP CODE) OR CHECK IF SAME AS ABOVE <input type="checkbox"/>		
E-MAIL ADDRESS		
EMPLOYER OR SCHOOL	WORK/SCHOOL SCHEDULE	
EMPLOYER/SCHOOL ADDRESS (STREET, CITY, STATE, ZIP CODE)	WORK TELEPHONE NUMBER	
If you or a member of your immediate family ever served in the U.S. Armed Forces, click here for more information about militaryrelated services in Missouri or visit www.dese.mo.gov/veterans-services .		
EMERGENCY CONTACT AND PERSONS AUTHORIZED TO TAKE CHILD FROM FACILITY (OTHER THAN PARENT) AT LEAST ONE EMERGENCY CONTACT IS REQUIRED		
NAME	RELATIONSHIP TO CHILD	TELEPHONE NUMBER(S)
ADDRESS (STREET, CITY, STATE, ZIP CODE)		
NAME	RELATIONSHIP TO CHILD	TELEPHONE NUMBER(S)
ADDRESS (STREET, CITY, STATE, ZIP CODE)		

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COMMENTS ON CHILD'S DEVELOPMENT (PERSONAL DEVELOPMENT, BEHAVIOR, PATTERNS, HABITS, & INDIVIDUAL NEEDS)

RELATED CHILD

☐ YES ☐ NO

HOW IS CHILD RELATED TO CHILD CARE PROVIDER

CHILD'S PROJECTED ATTENDANCE SCHEDULE AND ANY VARIATIONS EXPECTED

CACFP
REQUIREMENT

WILL CHILD ATTEND: <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME CHECK WHAT DAYS THE CHILD WILL ATTEND		WHAT TIME DOES YOUR CHILD USUALLY ARRIVE EACH DAY?	WHAT TIME DOES YOUR CHILD USUALLY LEAVE EACH DAY?	WRITE ANY COMMENTS, CHANGES, OR VARIATIONS IN USUAL ATTENDANCE IN THIS SECTION INCLUDING SHIFT CHANGES
MONDAY	<input type="checkbox"/>	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
TUESDAY	<input type="checkbox"/>	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
WEDNESDAY	<input type="checkbox"/>	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
THURSDAY	<input type="checkbox"/>	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
FRIDAY	<input type="checkbox"/>	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
SATURDAY	<input type="checkbox"/>	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
SUNDAY	<input type="checkbox"/>	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	

CHECK THE MEALS YOUR CHILD IS USUALLY GIVEN AT THIS FACILITY

☐ BREAKFAST ☐ MORNING SNACK ☐ LUNCH ☐ AFTERNOON SNACK ☐ SUPPER ☐ EVENING SNACK ☐ NONE

CHECK THE HOLIDAYS YOUR CHILD IS IN CARE AT THIS FACILITY

<input type="checkbox"/> NEW YEAR'S DAY (JANUARY)	<input type="checkbox"/> MARTIN LUTHER KING JR.'S BIRTHDAY (JANUARY)	<input type="checkbox"/> PRESIDENT'S DAY (FEBRUARY)	<input type="checkbox"/> EASTER (MARCH/APRIL)
<input type="checkbox"/> MEMORIAL DAY (MAY)	<input type="checkbox"/> INDEPENDENCE DAY (JULY)	<input type="checkbox"/> LABOR DAY (SEPTEMBER)	<input type="checkbox"/> COLUMBUS DAY (OCTOBER)
<input type="checkbox"/> VETERANS DAY (NOVEMBER)	<input type="checkbox"/> ELECTION DAY (NOVEMBER)	<input type="checkbox"/> THANKSGIVING (NOVEMBER)	<input type="checkbox"/> CHRISTMAS DAY (DECEMBER)

AUTHORIZATION FOR EMERGENCY MEDICAL CARE

I UNDERSTAND THAT I WILL BE NOTIFIED AT ONCE IN CASE OF AN EMERGENCY WITH MY CHILD, AND I WILL MAKE ARRANGEMENTS FOR MEDICAL CARE OF MY CHILD WITH THE PHYSICIAN OR HOSPITAL OF MY CHOICE.

IF I CANNOT BE REACHED TO MAKE NECESSARY ARRANGEMENT, OR IN A CRITICAL EMERGENCY REQUIRING MEDICAL CARE, I AUTHORIZE

(LIST CHILDCARE FACILITY NAME HERE)

TO CONTACT THE FOLLOWING:

PHYSICIAN OR CLINIC

NAME	TELEPHONE NUMBER
------	------------------

PREFERRED HOSPITAL

NAME	TELEPHONE NUMBER
------	------------------

ACKNOWLEDGEMENTS			
A	I HAVE RECEIVED A COPY OF THIS FACILITY'S POLICIES PERTAINING TO THE ADMISSION, CARE AND DISCHARGE OF CHILDREN.		PARENT/GUARDIAN INITIALS
B	I HAVE BEEN INFORMED THAT A COPY OF THE LICENSING RULES FOR CHILD CARE HOME OR THE LICENSING RULES FOR GROUP CHILD CARE HOMES AND CENTERS IS AVAILABLE AT THIS FACILITY FOR REVIEW.		PARENT/GUARDIAN INITIALS
C	THE PROVIDER AND I HAVE AGREED ON A PLAN FOR CONTINUING COMMUNICATION REGARDING MY CHILD'S DEVELOPMENT, BEHAVIOR, AND INDIVIDUAL NEEDS.		PARENT/GUARDIAN INITIALS
D	WHEN MY CHILD IS ILL, I UNDERSTAND AND AGREE THAT S/HE MAY NOT BE ACCEPTED FOR CARE OR REMAIN IN CARE.		PARENT/GUARDIAN INITIALS
E	I UNDERSTAND THAT, BEFORE THE FIRST DAY OF ATTENDANCE BY MY CHILD, I WILL PROVIDE PROOF OF COMPLETED AGE-APPROPRIATE IMMUNIZATIONS OR EXEMPTION FROM IMMUNIZATIONS.		PARENT/GUARDIAN INITIALS
F	I <input type="checkbox"/> DO <input type="checkbox"/> DO NOT GIVE PERMISSION FOR FIELD TRIPS/EXCURSIONS. I UNDERSTAND I WILL BE NOTIFIED IN ADVANCE WHEN THEY ARE PLANNED.		PARENT/GUARDIAN INITIALS
G	I <input type="checkbox"/> DO <input type="checkbox"/> DO NOT GIVE PERMISSION FOR THE FACILITY TO TRANSPORT MY CHILD.		PARENT/GUARDIAN INITIALS
H	I HAVE BEEN INFORMED AND HAVE RECEIVED A COPY OF THE FACILITY'S SAFE SLEEP POLICY WHEN ENROLLING A CHILD LESS THAN ONE (1) YEAR OF AGE.		PARENT/GUARDIAN INITIALS
I	I HAVE BEEN NOTIFIED THAT I MAY REQUEST NOTICE AT INITIAL ENROLLMENT OR ANY TIME THERE AFTER WHETHER THERE ARE CHILDREN CURRENTLY ENROLLED IN OR ATTENDING THE FACILITY FOR WHOM AN IMMUNIZATION EXEMPTION HAS BEEN FILED.		PARENT/GUARDIAN INITIALS
PARENT'S/GUARDIAN'S SIGNATURE			DATE
CACFP REQUIREMENT	FIRST ANNUAL UPDATE	PARENT/GUARDIAN SIGNATURE	DATE
	SECOND ANNUAL UPDATE	PARENT/GUARDIAN SIGNATURE	DATE
	THIRD ANNUAL UPDATE	PARENT/GUARDIAN SIGNATURE	DATE
<p align="center">USDA Nondiscrimination Statement</p> <p>In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.</p> <p>Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.</p> <p>To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:</p> <ol style="list-style-type: none"> mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or fax: (833) 256-1665 or (202) 690-7442; or email: program.intake@usda.gov <p>This institution is an equal opportunity provider.</p>			



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

CACFP ENROLLMENT FORM FOR CHILD CARE CENTERS

NOTE: DEPARTMENT OF HEALTH AND SENIOR SERVICES OFFICIALS OR A SPONSORING ORGANIZATION REPRESENTATIVE MAY CONTACT YOU TO VERIFY INFORMATION.

CHILD'S FULL NAME		DATE OF BIRTH	
PARENT OR GUARDIAN NAME		STREET ADDRESS	
CITY	STATE	ZIP CODE	DAYTIME PHONE NUMBER ()
NAME OF CHILD CARE CENTER			PHONE NUMBER ()
CENTER CONTACT PERSON'S NAME		CHILD'S DATE OF ENROLLMENT (FIRST DATE ATTENDING THIS CENTER)	

IN THIS COLUMN, CHECK THE DAYS YOUR CHILD USUALLY ATTENDS DAY CARE ↓	WHAT TIME DOES YOUR CHILD USUALLY ARRIVE EACH DAY?		WHAT TIME DOES YOUR CHILD USUALLY LEAVE EACH DAY?		WRITE ANY COMMENTS, CHANGES OR VARIATIONS IN USUAL ATTENDANCE IN THIS SECTION.
	CIRCLE AM OR PM		CIRCLE AM OR PM		
MON		AM PM		AM PM	
TUES		AM PM		AM PM	
WED		AM PM		AM PM	
THURS		AM PM		AM PM	
FRI		AM PM		AM PM	
SAT		AM PM		AM PM	
SUN		AM PM		AM PM	

CHECK WHEN YOUR CHILD IS IN CARE AT THIS CENTER

- | | | |
|---|---|---|
| <input type="checkbox"/> FULL DAY CARE | <input type="checkbox"/> BEFORE SCHOOL CARE | <input type="checkbox"/> EVENING CARE |
| <input type="checkbox"/> HALF DAY – MORNING | <input type="checkbox"/> AFTER SCHOOL CARE | <input type="checkbox"/> OVERNIGHT CARE |
| <input type="checkbox"/> HALF DAY – AFTERNOON | <input type="checkbox"/> BEFORE AND AFTER SCHOOL CARE | |

CHECK THE MEALS YOUR CHILD IS USUALLY GIVEN AT THIS CENTER

- | | | |
|--|--|--|
| <input type="checkbox"/> BREAKFAST | <input type="checkbox"/> LUNCH | <input type="checkbox"/> SUPPER |
| <input type="checkbox"/> MORNING SNACK | <input type="checkbox"/> AFTERNOON SNACK | <input type="checkbox"/> EVENING SNACK |

CHECK THE HOLIDAYS YOUR CHILD IS IN CARE AT THIS CENTER

- | | |
|--|--|
| <input type="checkbox"/> NEW YEARS DAY (JANUARY 1) | <input type="checkbox"/> INDEPENDENCE DAY (JULY 4) |
| <input type="checkbox"/> MARTIN LUTHER KING'S BIRTHDAY (JANUARY) | <input type="checkbox"/> LABOR DAY (SEPTEMBER) |
| <input type="checkbox"/> PRESIDENT'S DAY (FEBRUARY) | <input type="checkbox"/> THANKSGIVING DAY (NOVEMBER) |
| <input type="checkbox"/> MEMORIAL DAY (MAY) | <input type="checkbox"/> CHRISTMAS DAY (DECEMBER 25) |

SIGNATURE OF PARENT OR GUARDIAN	DATE
---------------------------------	------

ANNUAL UPDATES: THE PARENT OR GUARDIAN SIGNING THIS FORM CERTIFIES THAT THE ENROLLMENT INFORMATION IS CORRECT. IF INFORMATION HAS CHANGED, THE PARENT OR GUARDIAN HAS WRITTEN THE APPROPRIATE CHANGES ON THE FORM AND INITIALED THE CHANGE. IF THERE ARE MANY CHANGES, PLEASE COMPLETE A NEW FORM.

FIRST ANNUAL UPDATE	PARENT SIGNATURE	DATE
SECOND ANNUAL UPDATE	PARENT SIGNATURE	DATE
THIRD ANNUAL UPDATE	PARENT SIGNATURE	DATE

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2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** program.intake@usda.gov

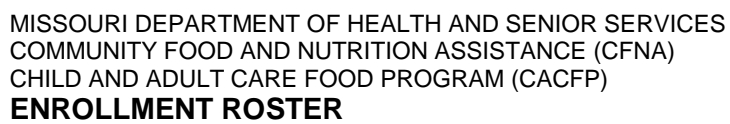
This institution is an equal opportunity provider.

Completing Enrollment Roster

An Enrollment Roster (CACFP-220) is not a required form; however, it may assist the center in tracking new participants and their eligibility category.

- Should be completed on an annual basis
- List all children enrolled at the center for child care (preferably in alphabetical order by last name)
- Add new children enrolled at the bottom throughout the year
- Indicate the child's claiming category (free, reduced, or paid)
- Indicate the child's enrollment date
- Indicate the date when the Income Eligibility Form (IEF) was signed by center personnel
- Indicate termination date when the child leaves the center

It is important that this form is “for office use only” since the meal eligibility classification (free, reduce, paid) information must be kept confidential.



Page ____ of ____

MO 580-1462 (5-04)

Attendance Records

Record of Daily Attendance is a Child and Adult Care Food Program (CACFP) Requirement.

Accurate daily attendance records (original documentation) of all enrolled participants must be recorded separately from the center's meal count records although they may be maintained on the same form [7 CFR 226.15 (e) (2)]. Attendance records cannot be used as a basis for completing the meal count records; however, the daily attendance must support the daily meal count records.

For example: If John Doe is claimed for meals on October 17, the attendance records must indicate that John Doe was in attendance on October 17 during the time each meal is claimed.

Meals served to participants that are not documented on the daily attendance record will not be reimbursed. Centers may document on one of the three types of forms listed below or use an attendance form created by the center with Community Food and Nutrition Assistance (CFNA) approval.

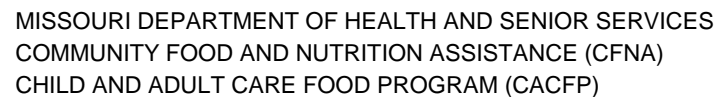
- Daily Attendance Record *CACFP-213*
- Time In/Time Out Record *CACFP-221* or
- Monthly Attendees Time In/Time Out Record *CACFP-224*

Documentation of Daily Attendance:

- The center may use classroom roll books, parent sign in/out sheets or attendance sheets to complete attendance records.
- Type or print names alphabetically with last name first (must be legible).
- Take attendance early in the day after most children have arrived.
- Take attendance at the same time each day so it becomes a routine.
- Meal count records may not be used in lieu of attendance records.
- Count the number of children each day and keep a running total of the number of participants in attendance for the monthly claim.
- File completed original Attendance Records in the monthly folder with other CACFP documents for the claim month.

Instructions for completing Daily Attendance Record CACFP-213:

- This form uses one page for each month.
- List all children's names, last name first, alphabetical is recommended.
- Enter month and year on top of form.
- The center may use its own method to record attendance, but some common notations include: X = in attendance and A=absent, etc.
- Total the number of children in daily attendance on the bottom of each form.
- On the last work day of the month: add the daily attendance to arrive at the monthly Grand Total. Add all Grand Total amounts from each attendance record to get the center total attendance for the month. This number is entered on line 6 when the monthly claim is submitted.



DAILY ATTENDANCE RECORD

Enter this number in field (6) of the online claim

Time In / Time Out Records*

Instructions for completing Daily Time In/Time Out Record CACFP-221 (optional form):

- One form for each day of the week
- Enter day of the week
- Enter calendar date indicating month, day and year
- List the enrolled children in alphabetical order by last name (must be legible)
- Indicate the time of arrival in the TIME IN column and the initials of the person who enters the time
- Indicate the time the child leaves in the TIME OUT column and initial
- Total the number of hours attended each day

Instructions for completing Monthly Attendance Time In/Time Out Record CACFP-224 (optional form):

- One form for each child
- Enter child's name
- Enter month and year
- Enter the date of the week in the "week of" box
- Enter the time child arrives to center (IN)
- Enter time child leaves center (OUT)
- Total the number of "hours attended" each day

It is recommended to maintain original forms in a 3 ring binder separated by each letter of the alphabet or by family last name, new names can be added and old names removed as necessary.

Please note:

The Department of Social Service's Child Care Business Information Solution System (CCBIS) for child care centers will be acceptable documentation for attendance for CACFP records. The CCBIS electronic attendance record must be printed for the month of review.

***Sign-in and sign-out sheets are NOT a Child and Adult Care Food Program (CACFP) requirement; CACFP 15-2013**



DAY OF WEEK _____

[illegible]



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
MONTHLY ATTENDANCE TIME IN/TIME OUT RECORD

CHILD'S NAME _____

MONTH _____ YEAR _____

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
WEEK OF	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
HOURS ATTENDED										
WEEK OF	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
HOURS ATTENDED										
WEEK OF	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
HOURS ATTENDED										
WEEK OF	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
HOURS ATTENDED										
WEEK OF	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
HOURS ATTENDED										
WEEK OF	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
HOURS ATTENDED										

Meal Count Record

Daily Meal Count Records are a Child and Adult Care Food Program (CACFP)

Requirement. Daily counts of the number of meals served to enrolled children, taken manually at the time of service, must be recorded and maintained by all centers. The meal count records must contain the number of meals served by each meal type (breakfast, lunch, snack, and supper) and by income eligibility category (free, reduced-price and paid) in order for a center to accurately consolidate and submit a justifiable monthly claim for reimbursement.

Meal Counting Methods – Retention of original employee documented meal count records are required. The center may choose to enter the original paper and pen/pencil meal counts into an electronic accounting system for ease of consolidation. Each meal must be recorded at the time the meal is served to each participant, which is called “**point of service**” (POS) meal count. Meal count records document the name of each eligible participant and the meal(s) to be claimed for reimbursement on a daily basis. The form also provides confidential coding, such as X, Y, Z, to indicate the participant’s claiming category (free, reduced, or paid).

If a center would like to use an electronic system for both POS meal count and monthly consolidation, prior Community Food and Nutrition Assistance (CFNA) approval is required to ensure CACFP requirements are met. If an electronic system is implemented, the center must establish a back-up system.

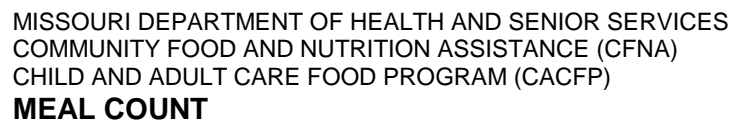
The original source documentation must be retained for three fiscal years plus the current year.

Completing the Meal Count form CACFP-225:

- Enter the center name.
- Enter the calendar “week of” including month, date range and year.
- Print legibly or type each child’s full name (no nicknames) preferably in alphabetical order by last name.
- Indicate the claiming category for each child under the code box using a code that assures confidentiality such as: **X = free, Y = Reduced-price or Z = Paid.**
- For each meal served, place a check mark in the box under the appropriate meal on the meal count form.
- Record the meal as it is served to each child, referred to a **POS** meal count. A total head count or head count by category is not acceptable.
- Calculate the total **free** meals, total **reduced-priced** meals and total **paid** meals for each meal category across and down. Compare the cross calculations with the down calculations to check for accuracy.

Tip: To help distinguish claiming categories for the purpose of counting, use two colored highlighters. For example: Green = free, Yellow = reduced, and white = paid.

The 5-day meal count form, CACFP-225, and the 7-day meal count form, CACFP-225A are available at: www.health.mo.gov/cacfp - Forms.

[illegible]

[illegible]

Claim for Reimbursement

Claims for meal reimbursement are filed via the internet at:

<https://dhssweb04.dhss.mo.gov/cnp/Login.asp>

Each user of the Child and Adult Care food Program (CACFP) web-based system must have a personal user ID and password, called a User Access. User IDs and passwords may not be shared. It is recommended that two key people from your center have access to submit claims and make system changes. If you want to add a User Access or change current access, when a user is no longer employed, you must submit a *CACFP Network User Access Request Form*, MO 580-1854E, available at: www.health.mo.gov/cacfp Forms.

In this web based system, each independent center is considered a sponsor of one center!

Basic Claiming Steps:

Please read all instructions before entering your first claim.

Make sure you follow each step of the instructions. You must complete 2 separate online forms each month. If the sponsor claim is not in “*Pending Approval*” status, you have not submitted your claim!

1. Enter the web address: <https://dhssweb04.dhss.mo.gov/cnp/Login.asp>
2. Enter your personal user ID and password and click “Login”.
3. Click on the orange puzzle piece that says “Child and Adult Care Food Program”.
4. This page includes announcements and program information, please read.
5. Click “Continue” at the bottom of the page.
6. Choose the correct program year; the new program fiscal year begins October 1st.
7. Click the “Claims” tab.
8. Click “Add” to the right of the appropriate month.
9. This is your Sponsor level claim. To activate the claim, scroll to the bottom and click “Save”. **Do not checkmark the certification statement at this time.**
10. You now see the Sponsor Claim Summary with zeros.
11. Scroll to the bottom and click “Here” in the lower left corner to return to the Sponsor Summary Sheet.
12. Click the yellow folder with a plus sign, to the left of the month you are claiming. The folder opens and the name of the center appears below the words “Sponsor Claim”.
13. Click “Add” on the same line as name of your center.
14. Enter the claim information and click “Save”. (See instructions for center claim in the next section.)
15. Click “Here” in lower left corner of the Post Confirmation Sheet.
16. If there are errors detected, click “Edit” by the center’s name to make corrections.
 - a. On the claim, the errors will be highlighted in red.
 - b. Correct all errors.
 - c. Save the claim again. Repeat until the Post Confirmation Sheet shows the center’s claim as “Complete”. Even though the page says complete, you are not finished yet!
 - d. If you get the error message below, this means your license information needs to be updated under the application tab. Update fields 38 and 39. After you update

those fields, make sure to put it in the pending approval status. You will not be able to finish submitting your claim until the update gets approved in our office. This could take at least one business day.

Section 1 - Validation Errors		
Field No.	Severity	Description
7	1	The Claim Date must fall between the License Effective Date and Expiration Date. If the center's license has been renewed, revise the Center Info Sheet and update the License Expiration Date, and submit it for state approval. Once approved, re-submit the claim. The License Expiration Date (3/31/2015) expired before the Claim Date (4/1/2015).

17. When you are finished entering the center claim and it is in "Complete" Status, click "Here" to return to the Sponsor Summary page. *(Remember, even though the page says the center claim is "Complete", you are not finished yet!)*
18. This page will show the center claim is "Complete", but the sponsor claim is "Pending Submission". Click "Edit" by the Sponsor Claim for that month.
19. Scroll down to field 34, read and check mark the certification statement at the bottom of the sponsor level claim and submit the sponsor claim by clicking "Save". Do not enter a dollar amount into the FDCH Administrative Costs field.
20. Make sure the sponsor level claim is in "Pending Approval" status.
21. Return often to the Sponsor Summary Claims page to see when the claim has been "Approved and Paid". This could take up to two and a half weeks. NOTE: *Claims may be returned to the Sponsor for corrections, if the claim is returned, an e-mail is also sent to the e-mail address listed. Make sure to keep e-mail addresses updated.*

Instructions for Center Claim

Fields 1-3: enter the number of participants enrolled in the center during this claim period by income group, free, reduced and paid.

Field 4: add free, reduced and paid enrollment numbers and enter total enrollment

Field 5: enter the number of days you served meals to participants this month, do not include holidays or other days the center was closed

Field 6: figure total attendance by adding the daily center attendance for all operating days

Field 7: this information fills in automatically from the application

Fields 8-10: enter the total number of meals by income category, free, reduced and paid, and meal type actually served to participants in the center

Field 11: enter the sum for each meal type claimed

Field 12: this field will calculate information automatically

Fields 13 or 14: complete only if center is for-profit, enter the number of eligible Title XX or Title XIX participants or the total number of free and reduced-price eligible participants in this center

Field 15: for-profit centers check appropriate certification statement then click "Save"

Tips for Moving in the Web-Based System

- Do not use the "Back" button; use the menu in the orange section at the top left of the screen, or use the "breadcrumb trail", (orange bar) to navigate from screen to screen.
- Each time you save the claim, no matter if it has errors, it is saved on the server and will be there if you need to leave or log off and come back
- Use the "Tab" key to navigate from field to field or use your cursor to click into the field you want to complete. Try not to use the "Enter" key, if you do, the claim will save in error status.

- If you are in “View” mode, changes won’t be saved. If you want to make changes, make sure you are in “Edit” or “Revise” mode.
- Claims are saved at the site level or center level before saving a sponsor level or “umbrella” claim.
- Revisions can only be filed after the original or previous revision is in “Paid” status.

User Notes

- Click the “Users” tab to view individuals who have access to submit application and claim information for your organization.
- User Access IDs and passwords are assigned to individuals and are not to be shared.
- Inform the state office immediately if an individual with access is leaving your organization so their access can be revoked.
- Submit a Network User Access form to request online access for new users.

Payment Notes

- Click “Payments” tab to view upcoming and past payments for CACFP claims.
- If a claim has been approved, but not yet processed for payment, the payment information will show in the Open Balance Transactions section. All other payments are shown in the next section.
- When checking the payments, the processed date shown is approximately 4 to 5 business days prior to the electronic funds deposit date. It is the date it was processed and information was sent to the State of Missouri payment system.
- Deductions, if any, made from claim reimbursements due to downward revisions are reflected in the information under the “Payments” tab only, not in the estimates shown in the “Claims” tab.

Filing a Claim for Reimbursement

- A center has 60 calendar days from the end of the claim month to file a claim for reimbursement. It is not the last day of the month, it is 60 calendar days. If a claim is filed online late, the center may not be paid for that month.
- Submit the completed claim online after you have reviewed your entries and are satisfied that the claim is completed accurately. The system has built in checks that should decrease the chance of the claim being submitted with errors.
- You cannot enter a claim before the first day of the next month. For example, an October claim cannot be entered until November 1.

Department of Health and Senior Services (DHSS) processes claims on the 10th of each month for payment by check or automatic deposit by around the 28th of the month. A second processing for claims is done on the 25th of the month for claims received the 11th through the 25th. The second payment is made the 13th of the following month.

DHSS Receives Claim by:

Projected Payment Date:

10th of the month
25th of the month



28th of the month
13th of the next month

CACFP payments are typically direct deposited. This avoids payment delays and lost checks. If you have not received your payment within 15 days of the projected payment date, please contact DHSS.

60 Day Deadline for CACFP Claims

Month	60 Day Deadline for Original Claims	60 Day Deadline for Original Claims “Leap Year”
October	December 30	
November	January 29	
December	March 1	February 29
January	April 1	March 31
February	April 29	
March	May 30	
April	June 29	
May	July 30	
June	August 29	
July	September 29	
August	October 30	
September	November 29	

Additional Meal Claim Information

- Creditable meals may be claimed for participants, birth through 12 years of age, when enrolled and in attendance each day of operation as follows: two meals and one snack or one meal and two snacks per participant per day. Adults may never be claimed for CACFP meal reimbursement in child care centers.
- Meals or meal components purchased at a fast food establishment or any restaurant may not be claimed for reimbursement. Even with documentation, meals or individual food items, such as pizza, purchased at restaurants or fast food establishments may not be claimed for reimbursement.
- Meals prepared or packed at the center and served off the center grounds, for example a picnic, and supervised by center personnel may be claimed.
- Meals prepared or packed at the center and sent with a participant to eat at another location without the supervision of center personnel are not eligible to be claimed for CACFP reimbursement.
- Food items provided by parents or other unapproved food sources cannot be counted as fulfilling any of the CACFP required meal or snack components.

Meal Service Times and Duration

Reimbursement will only be made for meals served within the center’s approved meal times documented on the Center Information Sheet in the Application/Claims database. Meal times may be changed with CFNA approval. The meals approved for reimbursement are based on the center’s licensed hours of operation or hours of actual operation within the licensed hours. This also applies to license exempt centers.

Meal service times for infants are not restricted since infants should be fed “on demand”. Each enrolled participant, birth through age 12 may be claimed for no more than two meals and one snack or two snacks and one meal per child in attendance each day.

When scheduling meal times, the following guidelines will be used for approval:

Breakfast

- The duration of the breakfast meal service may take no longer than two hours from start to finish.
- The breakfast must be served at a time traditionally considered as the normal serving time.

Snack

- The duration of the snack service may take no longer than two hours from start to finish.
- A snack may be approved for midmorning, afternoon or evening.
- A snack may be scheduled no earlier than two hours after the completion of the previous meal or snack.
- The midmorning snack may be served at a time less than two hours following completion of the breakfast meal only in situations where the children served morning snack are totally different children, who arrive at the center too late for the scheduled breakfast.

Lunch

- The duration of the lunch meal service may take no more than two hours from start to finish.
- The lunch must be served at a time traditionally considered as the normal serving time for lunch.
- The lunch may be served no earlier than two hours after the completion of the previous meal or snack.

Supper

- The duration of the supper meal service may take no more than two hours from start to finish.
- The supper may be scheduled no earlier than two hours after the completion of the previous meal or snack.
- The supper meal must be served at a time traditionally considered as the normal serving time for supper.

Claim Procedures for For-Profit Centers - Title XX or Free/Reduced Documentation for Reimbursement

For-profit centers must document, on a monthly basis, their eligibility to participate in the Child and Adult Care Food Program (CACFP). For-profit centers must be able to verify that at least **25% of the enrolled children or licensed capacity, whichever is less, are either Title XX beneficiaries or eligible for free or reduced-price meal reimbursement.** Required documentation is either the monthly Title XX (Family Support Division, FSD) vendor invoices or current Income Eligibility Forms (IEFs). Independent for-profit Title XX centers and sponsoring organizations of these centers must submit the number of enrolled children and the number of children receiving Title XX benefits or eligible for free or reduced-priced meals for each month that CACFP reimbursements are claimed.

To evaluate eligibility, the following steps must be taken each month. For reference, the following page is a screenshot of the center claim page that must be completed.

1. Determine the number of children, including infants, which were enrolled and in attendance at least one day for the claim month. Children in attendance include part-time and drop-in care. All children and infants in attendance must be included in the total regardless of whether they were claimed for a meal.
2. Compare this number (total enrolled children by reimbursement category who attended at least one day) to the licensed capacity of the center. Determine which of the two numbers, total enrollment or licensed capacity, is the smallest. Use the smaller of the two numbers.
3. Determine the number of Family Support Division (FSD, aka Social Services, State vendor, Title XX) eligible children **OR** the number of free and reduced eligible children that were enrolled **and** in attendance at least one day for the claim month. If using the number of Title XX children, count the total number of children listed on the vendor billing for the claim month. Verify that each FSD child reported was in attendance at least one day during the claim month. Enter the total (either the verified Title XX OR free and reduced eligible) in **Field 13 or 14** of the Center Claim.
4. Divide the number of FSD **OR** free/reduced-price eligible children by the total enrollment or license capacity, whichever is less. If this number is greater than or equal to 0.250, you may submit a claim for reimbursement for that month and check the first certification statement in **Field 15**.
5. If the number is less than 0.250, your center is not eligible for reimbursement for this month. You will check the second certification statement in **Field 15**, and continue the claims submission process. The claim will be submitted to the state with the meal information removed since it will not be paid.

For Example:

ABC Play School has a licensed capacity of 45 children. Records indicate that 50 children were enrolled and in attendance for at least one day during the month of October. Of these 50 children, 12 were FSD beneficiaries. Since 45 (licensed capacity) is smaller than 50 (enrolled and in attendance), 45 is the number used for the calculation. 12 divided by 45 is 0.26 or 26%. Since 0.26 or 26% is greater than 0.25 or 25%, the center is eligible to submit the October claim.

Center Claim

Private-For Profit Child Care Center- Example

**Example – Private – For Profit Child Care
Center – CCC Claim**

April 20XX

Pending Submission

Original Claim

↓ Bottom of Form

Center Operating and Enrollment Data (Must reflect the claiming period)

(1) Free Enrollment	<input type="text"/>	(5) Number of Operating Days	<input type="text"/>
(2) Reduced Enrollment	<input type="text"/>	(6) Total Attendance for Month	<input type="text"/>
(3) Paid Enrollment	<input type="text"/>	(7) License Capacity (from Application)	120
(4) Total Enrollment	<input type="text"/>		

Meal Count Data (A) (B) (C) (D) (E) (F)

Meal Type	Breakfast	AM Snack	Lunch	PM Snack	Supper	Night Snack
(8) Free	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(9) Reduced	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(10) Paid	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(11) Total Meals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Average						
(12) Daily Participation	0	0	0	0	0	0

For-Profit Centers Only

Total TitleXX / XIX Beneficiaries	Free/Reduced-Price Eligible Children	Eligibility %
(13) <input type="text"/>	(14) <input type="text"/>	0.0

(15) ☒ This organization certifies that 25% of the enrollment or licensed capacity (whichever is less) are Title XX Beneficiaries or Free/Reduced Priced Eligible Children for sites being claimed.

☐ This organization realizes that the Center does not meet the 25% Eligibility for For-Profit Centers, and that this claim will not be reimbursed and no meals will be reported. **Note: Once this button is checked and the claim has been submitted, the claim can only be modified by a state agency representative.**

Created By: _____ Date Created: _____ Modified By: _____ Date Modified: _____

Top of Form

Exercise Time!!!

Completing the Attendance Record, Meal Count Records and Center Claim

Exercise #1

Daily Attendance:

- Using the Attendance Record on the next page, tally the total daily attendance for each day and calculate the total attendance for the month.
-

Exercise #2

Meal Count Record:

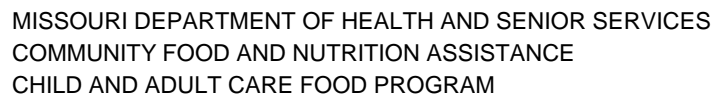
- Using the Meal Count Record, calculate the total free (code X), reduced (code Y) and paid (code Z) meals for each meal category (B for breakfast; L for lunch, etc.) by day and for the week of July 7-11.
-

Exercise #3

Center Claim:

- Use the numbers from Exercise #1 Daily Attendance, and Exercise #2 Meal Count Record above, and the completed meal counts for weeks 2 through 4 to complete the Meal Count Consolidation form and the center claim. Assume that Humpty Dumpty Daycare is a not for profit center.

*Remember, your center's real claim will be filed online!



EXERCISE #1 DAILY ATTENDANCE

MONTH: July 20XX

Enter this number in field (6) of the online claim
--



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
MEAL COUNT

Exercise 2 Meal Count Record Week #1

CENTER Humpty Dumpty Daycare	WEEK OF July 7-11, 20XX	KEY B-Breakfast, 1-1 st Snack, L-Lunch, 2-2 nd Snack, S-Supper
---------------------------------	----------------------------	--

PARTICIPANT'S NAME	CODE	MONDAY					TUESDAY					WEDNESDAY					THURSDAY					FRIDAY					TOTALS				
		DATE					DATE					DATE					DATE					DATE									
		7/7					7/8					7/9					7/10					7/11									
		B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S
Horner, Jack	X	✓		✓			✓		✓	✓		✓					✓		✓	✓		✓		✓	✓						
Lamb, Mary	X	✓		✓	✓		✓		✓			✓		✓	✓		✓		✓	✓		✓		✓	✓						
Peep, Little Bo	Z						✓		✓	✓		✓		✓	✓		✓		✓	✓											
Piper, Peter	Y	✓		✓	✓		✓					✓		✓	✓		✓		✓												
Porgie, Georgie	Y						✓		✓	✓		✓		✓			✓		✓	✓		✓		✓	✓						
Simon, Simple	Z	✓		✓	✓		✓		✓	✓							✓		✓	✓		✓		✓							
Total Meals Coded X																															
Total Meals Coded Y																															
Total Meals Coded Z																															



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
MEAL COUNT

Exercise 3 - Week 2 Meal Count

CENTER Humpty Dumpty Daycare	WEEK OF July 14-18, 20XX	KEY B-Breakfast, 1-1 st Snack, L-Lunch, 2-2 nd Snack, S-Supper
---------------------------------	-----------------------------	---

PARTICIPANT'S NAME	CODE	MONDAY					TUESDAY					WEDNESDAY					THURSDAY					FRIDAY					TOTALS				
		DATE					DATE					DATE					DATE					DATE									
		7/14					7/15					7/16					7/17					7/18									
		B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S
Horner, Jack	X			✓	✓		✓		✓	✓		✓		✓	✓		✓		✓	✓		✓		✓	✓		4		5	4	
Lamb, Mary	X			✓	✓		✓		✓	✓		✓		✓	✓		✓		✓	✓		✓		✓	✓		4		5	4	
Peep, Little Bo	Z	✓		✓	✓				✓	✓		✓		✓	✓				✓	✓							2		4	4	
Piper, Peter	Y			✓	✓		✓		✓	✓		✓		✓					✓			✓		✓	✓		3		5	3	
Porgie, Georgie	Y								✓	✓				✓	✓				✓	✓				✓	✓				4	4	
Simon, Simple	Z	✓		✓			✓		✓			✓		✓			✓		✓			✓		✓			5		5		
Total Meals Coded X		0		2	2		2		2	2		2		2	2		2		2	0		2		2	2		8		10	8	
Total Meals Coded Y		0		1	1		1		2	2		1		2	1		0		2	1		1		2	2		3		9	7	
Total Meals Coded Z		2		2	1		1		2	1		2		2	1		1		2	1		1		1	0		7		9	4	



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
MEAL COUNT

Exercise 3 - Week 3 Meal Count

CENTER Humpty Dumpty Daycare	WEEK OF July 21-25, 20XX	KEY B-Breakfast, 1-1 st Snack, L-Lunch, 2-2 nd Snack, S-Supper
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PARTICIPANT'S NAME	CODE	MONDAY					TUESDAY					WEDNESDAY					THURSDAY					FRIDAY					TOTALS				
		DATE					DATE					DATE					DATE					DATE									
		7/21					7/22					7/23					7/24					7/25									
		B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S
Horner, Jack	X			✓	✓		✓		✓	✓		✓		✓	✓		✓		✓	✓				✓	✓		3		5	5	
Lamb, Mary	X			✓	✓		✓		✓	✓		✓		✓	✓		✓		✓	✓				✓	✓		3		5	5	
Peep, Little Bo	Z	✓		✓	✓		✓		✓	✓		✓		✓	✓				✓	✓							3		4	4	
Piper, Peter	Y	✓		✓					✓	✓				✓	✓				✓	✓		✓		✓	✓		2		5	4	
Porgie, Georgie	Y						✓					✓					✓					✓					4				
Simon, Simple	Z	✓					✓		✓			✓					✓		✓			✓		✓			5		3		
Total Meals Coded X		0		2	2		2		2	2		2		2	2		2		2	2		0		2	2		6		10	10	
Total Meals Coded Y		1		1	0		1		1	1		1		1	1		1		1	1		2		1	1		6		5	4	
Total Meals Coded Z		2		1	1		2		2	1		2		1	1		1		2	1		1		1	0		8		7	4	



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
MEAL COUNT

Exercise 3 - Week 4 Meal Count

CENTER Humpty Dumpty Daycare	WEEK OF July 28-31, 20XX	KEY B-Breakfast, 1-1 st Snack, L-Lunch, 2-2 nd Snack, S-Supper
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PARTICIPANT'S NAME	CODE	MONDAY					TUESDAY					WEDNESDAY					THURSDAY					FRIDAY					TOTALS				
		DATE					DATE					DATE					DATE					DATE									
		7/28					7/29					7/30					7/31														
		B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S
Horner, Jack	X			✓	✓		✓		✓	✓		✓		✓	✓		✓		✓	✓							3		4	4	
Lamb, Mary	X			✓	✓		✓		✓	✓		✓		✓	✓		✓		✓	✓							3		4	4	
Peep, Little Bo	Z	✓		✓	✓		✓		✓	✓		✓		✓	✓		✓		✓	✓							4		4	4	
Piper, Peter	Y																														
Porgie, Georgie	Y																														
Simon, Simple	Z						✓		✓	✓		✓		✓			✓		✓	✓							3		3	2	
Total Meals Coded X		0		2	2		2		2	2		2		2	2		2		2	2							6		8	8	
Total Meals Coded Y		0		0	0		0		0	0		0		0	0		0		0	0							0		0	0	
Total Meals Coded Z		1		1	1		2		2	2		2		2	1		2		2	2							7		7	6	

CACFP

Missouri Department of Health & Senior Services

Center Claim

Private-For Profit Child Care Center- Example

**Example – Private – For Profit Child Care
Center – CCC Claim****July 20XX**

Pending Submission

Original Claim

↓ Bottom of Form

Center Operating and Enrollment Data (Must reflect the claiming period)

(1) Free Enrollment	<input type="text"/>	(5) Number of Operating Days	<input type="text"/>
(2) Reduced Enrollment	<input type="text"/>	(6) Total Attendance for Month	<input type="text"/>
(3) Paid Enrollment	<input type="text"/>	(7) License Capacity (from Application)	120
(4) Total Enrollment	<input type="text"/>		

Meal Count Data (A) (B) (C) (D) (E) (F)

Meal Type	Breakfast	AM Snack	Lunch	PM Snack	Supper	Night Snack
(8) Free	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(9) Reduced	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(10) Paid	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(11) Total Meals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Average						
(12) Daily Participation	0	0	0	0	0	0

For-Profit Centers Only

Total TitleXX / XIX Beneficiaries	Free/Reduced-Price Eligible Children	Eligibility %
(13) <input type="text"/>	(14) <input type="text"/>	0.0

(15) ☒ This organization certifies that 25% of the enrollment or licensed capacity (whichever is less) are Title XX Beneficiaries or Free/Reduced Priced Eligible Children for sites being claimed.

☐ This organization realizes that the Center does not meet the 25% Eligibility for For-Profit Centers, and that this claim will not be reimbursed and no meals will be reported. **Note: Once this button is checked and the claim has been submitted, the claim can only be modified by a state agency representative.**

Created By:

Date Created:

Modified By:

Date Modified:

Top of Form

Financial Management and Non-Profit Documentation

The review of the institution's financial management includes a review of all income to and expenses of the organization whether it is an independent (single) center or a sponsoring organization (SO) of multiple facilities. The purpose is the same: assure costs charged to the non-profit food service are used to meet Child and Adult Care Food Program (CACFP) meal requirements and that expenses incurred under CACFP are allowable. Meaning, they must be necessary and reasonable for the effective and efficient operation of the food service and CACFP. **Organizations and facilities must maintain and retain the required documentation.** Failure to maintain these records may be grounds for the denial of reimbursement.

"Non-profit food service is defined as food service operations conducted by the institution principally for the benefit of enrolled participants, from which all of the program reimbursement funds are used solely for the operations of improvement of such food service." Reference: December 2013 USDA-FNS *Monitoring Handbook for State Agencies*.

Operating Costs represent allowable expenses incurred by the institution for the preparation and service of meals under CACFP. Allowable operating costs include, but are not limited to: food and non-food supplies (e.g. napkins, cooking and eating utensils); compensation for food service labor cost; and costs for purchases/services.

Food Costs are expenditures for the food used in all meals under CACFP. **Original, itemized food and milk records/receipts must be maintained to support monthly claims for reimbursement and to document non-profit food service operations.** *Receipts must be machine generated, dated, itemized, and legible.* If meals are provided by a caterer or food service management company, the center must maintain original expense documentation of catered meals as well as any incidental food and non-food purchases.

Community Food and Nutrition Assistance (CFNA) will examine original food and milk receipts and invoices to determine if the center purchased adequate amounts of food and milk to meet the minimum meal pattern requirements and that the receipts support the menu for the review month. Food items, perishables in particular, must be purchased or delivered on a regular basis due to their limited shelf life. Receipts should verify purchase of menu items prior to the date the menu items are on the daily dated menu.

Fluid milk is a required meal component at breakfast, lunch and supper meals.

Program regulations require that at least the minimum amount of all components be served to allow the meals to be claimed for reimbursement.

Unflavored, whole milk must be served to children 1 year old.

Unflavored low-fat (1%) or fat-free (skim) milk must be served to children 2 through 5 years old.

Unflavored/flavored low-fat (1%) or fat-free (skim) milk must be served to children 6 years old and older and adults.

Document the type of milk served on the menu. Inadequate milk purchase amounts and non-compliant milk purchase types will result in meal disallowances at CACFP monitoring reviews.

Milk purchase requirements for breakfast, lunch and supper are as follows:

Amount	Servings per Gallon	Age of Participants
4 oz. or ½ cup	32 servings	1 through 2 years
6 oz. or ¾ cup	21 servings	3 through 5 years
8 oz. or 1 cup	16 servings	6 years and older

Food Service Labor Costs Centers must document the cost of food service labor needed for the operation of the CACFP. This may include wages, salaries, employee benefits and the share of taxes paid by the independent center necessary to perform the following tasks: menu planning and purchasing, meal preparation, serving, and clean-up of program meals; supervision of day to day food service operations, including supervision of children during the meal service; and on-site preparation of daily program meal service records.

Non-Food Supply Costs include small kitchen equipment, paper goods, such as napkins and straws, and cleaning supplies used directly for the food service operation. Itemized receipts must be kept on file as documentation.

Purchased Services – Indirect Costs are items such as prorated utilities (shared services), equipment rental, rental of facilities and minor repairs. Refer to the Sponsor's Budget tab on the Application/Claims database for indirect expenses approved for your center. Independent centers are required to update the budget every three fiscal years during the CACFP renewal process. Sponsoring Organizations must submit updated budgets annually. CFNA will provide assistance on what records are needed to support these costs.

Administrative Costs are expenses and allowable costs incurred by an organization in planning, organizing, and managing the food service operation under CACFP. These costs may include labor for management, fringe benefits, traveling, and other costs necessary to manage and implement the program [FNS Instruction 796-2, Rev. 4 (VII D 2)].

Miscellaneous Food Purchasing Information

CACFP food purchased with a Supplemental Nutrition Assistance Program (SNAP, formerly called Food Stamps) electronic benefit transfer (EBT) card is not allowed and demonstrates a lack of business integrity. SNAP Regulation program violations consist of having intentionally used, presented, transferred, acquired, received, possessed or trafficked authorization cards. The Family Support Division (Social Services) will be notified when CACFP purchases are made using an EBT card.

Food Sources: To claim reimbursement for meals or snacks, centers must supply all of the CACFP meal components and the food must originate from a source in compliance with Missouri Food Code laws. These traditional (approved) food sources include food purchased from food service distributors, supermarket chains, convenience stores, local grocers and other retail stores selling food and non-food items in compliance with Missouri Food Code laws. Some examples of non-traditional (approved) food sources that may be used as part of a reimbursable meal include but are not limited to:

- **Center Gardens** - costs associated with growing food that will be used in the CACFP, either as part of a meal service or for activities related to nutrition education are allowable. These costs may include seeds, fertilizer, labor, plot rental, etc. However, the center must maintain documentation of costs incurred.

- **Food Bank and Food Pantries** - non-profit, faith-based and public centers may be eligible to purchase food from approved sources with appropriate documentation. Itemized receipts with the agency price, per pound for instance, price extension and food name must be maintained. Contact CFNA to ensure food bank and pantry purchases are creditable.
- **Farmers Market or Roadside Produce stands** - are limited to purchase of fresh and not packaged, unprepared (whole, uncut) locally grown fruits, vegetables, in-shell nuts and fresh herb sprigs. Garden donations of fresh produce grown in gardens other than the center garden may be used as part of a reimbursable meal and include these same items.

Refer to the *USDA Food Buying Guide (FBG)*; for additional information prior to purchasing items from approved and unapproved sources.

Income/Funds: Sources of funding can vary by organization type, size and structure. In addition to the reimbursement from CACFP, some institutions fund their operation from tuition fees and fund raising activities while others may have other funding streams generated from activities outside of CACFP. Program income is the gross income generated from activities, local government sources, any center funds used to subsidize the food service program, any income for adult meals and any other income including loans and donations to the food program. Regardless of the source, all income must be maintained in the non-profit food service account and used for only approved costs. Please contact CFNA if you need further guidance.

CACFP-214: *Documentation of Non-Profit Food Service* form documents monthly food service costs and expenses and the amount of labor and indirect costs attributable to the food service.

How to use CACFP-214:

- Compare the total amount of food cost expenditures to the CACFP monthly reimbursement. If the food cost expenditures for the month are greater than the monthly CACFP reimbursement, the center does not need to document other operating costs. **If the food costs for the month are less than the monthly CACFP reimbursement, the center must document food service labor costs (+ non-food supplies, if needed) on form CACFP-214.**
 - NOTE: The food, non-food and labor costs total typically exceeds the reimbursement and no further action needs to be taken; however, if the food costs + labor costs + non-food costs are less than the monthly CACFP reimbursement, then expendable and non-expendable must be calculated.
 - Expendable food service equipment has a durability under two years and costs \$5000 or less.
 - Non-expendable food service equipment has a durability of two years or more with a cost exceeding \$5000.
- Add total labor costs, total food costs, non-food costs and total indirect costs (if applicable) on CACFP-214 to get the "Grand Total" sum. Compare this amount to the monthly CACFP reimbursement, plus meal income (if applicable), to the program.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

Example-Correct

DOCUMENTATION OF NON-PROFIT FOODSERVICE

FACILITY NAME ANN'S ANGELS DAY CARE CENTER						CLAIM MONTH MARCH CLAIM \$2,450.10	
POSITION TITLE/EMPLOYEE	SALARY PER HOUR	X	HOURS WORKED PER DAY ON FOOD SERVICE	X	DAYS WORKED PER MONTH	=	SUB TOTALS
<i>Center Director</i>	\$10.00 / hour	X	1 hour / day = \$10.00	X	20 days / month	=	\$200.00
<i>Teacher Aide</i>	\$8.50 / hour	X	2.5 hours / day = \$21.25	X	20 days / month	=	\$425.00
<i>Cook</i>	\$7.50 / hour	X	6 hours / day = \$45.00	X	20 days / month	=	\$900.00
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
TOTAL LABOR COST						=	\$1,525.00

INDIRECT COSTS	AMOUNT	X	PERCENT OF FOODSERVICE USEAGE OR PERCENT OF FOODSERVICE SQUARE FOOTAGE	=	SUB TOTALS			GRAND TOTAL SPENT ON CACFP
<i>Waste disposal</i>	\$48.00	X		=	\$48.00		TOTAL FOOD COSTS (MAINTAIN RECEIPTS)	\$1, 225.00
<i>Utilities</i>	\$240.00	X	15%	=	\$36.00		TOTAL NON-FOOD COSTS (MAINTAIN RECEIPTS)	
		X		=			TOTAL LABOR COSTS	\$1,525.00
		X		=			TOTAL INDIRECT COSTS (IF APPLICABLE)	\$84.00
TOTAL INDIRECT COSTS				=	\$84.00		GRAND TOTAL	\$2834.00



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

DOCUMENTATION OF NON-PROFIT FOODSERVICE

FACILITY NAME						CLAIM MONTH	
POSITION TITLE/EMPLOYEE	SALARY PER HOUR	X	HOURS WORKED PER DAY ON FOOD SERVICE	X	DAYS WORKED PER MONTH	=	SUB TOTALS
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	
TOTAL LABOR COST						=	

INDIRECT COSTS	AMOUNT	X	PERCENT OF FOODSERVICE USEAGE OR PERCENT OF FOODSERVICE SQUARE FOOTAGE	=	SUB TOTALS		GRAND TOTAL SPENT ON CACFP
		X		=		TOTAL FOOD COSTS (MAINTAIN RECEIPTS)	
		X		=		TOTAL NON-FOOD COSTS (MAINTAIN RECEIPTS)	
		X		=		TOTAL LABOR COSTS	
		X		=		TOTAL INDIRECT COSTS (IF APPLICABLE)	
TOTAL INDIRECT COSTS				=		GRAND TOTAL	

Training Requirements

Documentation of annual Child and Adult Care Food Program (CACFP) Training is required. Independent center and sponsor organizations (of multi-facility) are responsible for annual program training and must include instruction, appropriate to the level of staff experience and duties, on the following CACFP **required** topics:

- CACFP meal pattern;
- Meal count procedures;
- Recordkeeping requirements;
- Reimbursement system;
- Claim submission and review procedures; and
- Adherence with Civil Rights requirements.

Reference: [7 CFR 226.15 (e) (14) and FNS Instruction 113-1, XI]

This training is in addition to the orientation training provided by Community Food and Nutrition Assistance (CFNA). Your training can be formal or informal, however, it must be documented and per 7 CFR 226.15 (e) (12) include:

- Training session dates;
- Training location;
- CACFP topics presented; and
- Names of each staff member trained (legible, printed names) and position/title.

The CACFP Training Documentation Form (CACFP-222) may be used to document your CACFP training or you may develop a form to include the training requirements. CACFP-222 is located at: www.health.mo.gov/cacfp - Forms.

Online trainings are available at: www.health.mo.gov/cacfp.

- Civil Rights Training;
- CACFP Meal Pattern Training;
- CACFP Infant Meal Pattern Training.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
ANNUAL CACFP TRAINING DOCUMENTATION

DATE (MONTH/DAY/YEAR)	TRAINING LENGTH
TRAINING LOCATION	
TRAINER NAME	TITLE / POSITION
Required TOPICS <input type="checkbox"/> Meal Pattern Requirements* <input type="checkbox"/> Recordkeeping Requirements* <input type="checkbox"/> Meal Count Records (point of service)* <input type="checkbox"/> Reimbursement System* <input type="checkbox"/> Claim Submission & Review Procedures* <input type="checkbox"/> Civil Rights Training**	
Optional Topics: <input type="checkbox"/> Daily Attendance Records <input type="checkbox"/> Creditable Foods <input type="checkbox"/> Child Nutrition <input type="checkbox"/> Fostering Healthy Eating Habits <input type="checkbox"/> Infant Feeding (if applicable) <input type="checkbox"/> Menus _____ <input type="checkbox"/> Other _____	

Participant Sign-In Log

Full Name and Position	Center/Location
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

MO 580-1459 (rev 6-15)

CACFP-222

*REQUIRED TRAINING TOPICS per Federal Regulation 7 CFR 226.15(e)(14). Training must include instruction, appropriate to the level of staff experience and duties, on Program requirements. Attach a copy of the training outline or lesson plan to this form, if applicable.

**Adherence with Civil Rights Requirements per FNS Instruction 113-1, XI

Civil Rights Compliance & WIC Information

All institutions participating in the Child and Adult Care Food Program (CACFP) are required to comply with the following Civil Rights obligations and to provide WIC Program Information as follows:

- **Annual Beneficiary Data Report – CACFP-226:** Complete the racial/ethnic category of enrolled participants in attendance at your center once a year and determine the child's racial/ethnic category visually using your best judgement. This form is found in this workbook and is available at: www.health.mo.gov/cacfp - Forms
- **Display the “And Justice For All” poster** in a prominent location (visible to the public). Please contact our office for additional posters.
- **Display “Building for the Future” poster in a prominent location and “Building for the Future” brochure.** This brochure explains the CACFP. Both are available at: www.health.mo.gov/cacfp Publications



- **Annual Civil Rights training for CACFP sponsors and staff.** Online training is available on our website at: www.health.mo.gov/cacfp
- **USDA nondiscrimination statement and civil rights complaint information required on Program material directed to the parents/guardians.** If the center has a parent handbook or a policy booklet which indicates that the center is participating in the CACFP, the nondiscrimination statement and procedure for filing a complaint must be included and is available at: www.health.mo.gov/cacfp USDA Statement
- **Discrimination Complaint Filing.** USDA prohibits discrimination in Child Nutrition Programs (CNP) based on: race, color, national origin, age, sex, disability and religion. If you believe you experienced discrimination when participating in a USDA program, you may file a complaint. Civil rights complaint filing information is located at: https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf
- Provide program information in the appropriate translation when necessary. In some areas of the state, requests have been made for other language translations of Program information. Thirty three language translations of the parent letter are available at: <https://www.fns.usda.gov/translations-free-and-reduced-price-school-meals-application-and-cacfp-meal-benefit-income>
- **WIC Program Information.** “Missouri WIC Works” outreach poster is required to be displayed in a prominent and visible location in each center. The poster is located at: <http://health.mo.gov/living/families/wic/wicwp/pdf/MissouriWICOutreachPoster8.5x11.pdf>




MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
BENEFICIARY DATA REPORT

A Beneficiary Data Report must be completed once a year to report the racial/ethnic category of participants enrolled in your center. Determine the participant's racial/ethnic category visually using your best judgement. A participant may be included in the category to which he or she appears to belong, identifies with, or is regarded as a member of by the community.

NAME OF CENTER/FACILITY

ADDRESS

Ethnic Category (Evaluate all participants for ethnicity first)	Number of Participants
Hispanic, Latino or Spanish origin – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.	
Racial Category (Evaluate all participants for race. Individuals may be counted in one or more categories)	Number of Participants
American Indian or Alaskan Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.	
Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	
Black, African American or Haitian – A person having origins in any of the black racial groups of Africa.	
Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	
Total number of participants evaluated.	
SIGNATURE OF DIRECTOR 	DATE

Monitoring Reviews

The United States Department of Agriculture (USDA) and the Department of Health and Senior Services (DHSS), Community Food and Nutrition Assistance (CFNA) require independent centers and Sponsoring Organizations (SOs) to maintain complete and accurate original Child and Adult Care Food Program (CACFP) records. DHSS is required to ensure centers and the SOs are accountable for all reimbursement received in compliance with program regulations. Each center and SO will be reviewed by CFNA at least once every three years in a CACFP monitoring review.

Program monitoring reviews may or may not be announced in advance. If announced in advance, the sponsor will receive a letter and the review will be conducted within the week specified in the letter. For unannounced reviews, no advance notification will be given. The center may contact our office (800-733-6251) if there are days they know they will not be available. Although, according to Section for Child Care Regulation, “another responsible individual shall be designated to be in charge of the facility” in the absence of the director and records must be kept at the physical location for an independent center (during the hours of operation) or at the location noted on the Management Plan for multi-site SOs.

During monitoring reviews, **all original program records must be maintained on location and made available for review within one hour of arrival by state and/or federal officials.** *Failure to have CACFP records available will result in findings, corrective action and/or overclaims; CFNA may disallow up to twelve months of claims for reimbursement the center or SO must repay.*

Centers must maintain all required original records, not copies, on file for a period of three full fiscal years after the final claim for reimbursement for the fiscal year was submitted, or longer if audit findings have not been resolved. The federal fiscal year begins October 1 and ends September 30.

The **CACFP Monitoring Review Checklist**, on the next page, is provided to help organizations prepare for the review.

Technical Assistance Visit:

CFNA wants you to be a success which is why Technical Assistance (TA) visits are offered for new CACFP organizations. After your center has been participating in the CACFP for a few months, it is highly encouraged for you to schedule a TA visit with your district nutritionist. In preparation for your TA visit, you must have submitted at least one claim. TA visits are similar to monitoring reviews, but are conducted as a courtesy to your organization. The purpose of the TA Visit is to review your records and procedures with you for program compliance, answer any program questions you might have, and provide you with the guidance needed to help you be successful with CACFP! A TA visit is not punitive in nature and is strictly meant to help facilitate your organization's success. This visit can help reduce findings and the need for corrective actions in the future during monitoring reviews.

Materials Needed for Monitoring Review

All records must be retained for 3 full fiscal years.

All facilities must retain original records.

Download forms at: www.health.mo.gov/cacfp

- ☐ Daily attendance records (CACFP-213) **and** meal count sheets (CACFP-225 or 225A).
- ☐ Documentation of non-profit foodservice includes verification of food service **expenditures** including: food purchase receipts or invoices; labor and indirect costs (CACFP-214), and income to your food program, if applicable.
- ☐ Daily dated menus that meet CACFP requirements.
- ☐ Beneficiary Data Report (CACFP-226) completed by visual identification of racial/ethnic category.
- ☐ Processed food documentation: CN label or manufacturer's Product Formulation Statement.
 - Frankfurters/hot dogs, bologna and other similar products are creditable without a CN label when free of byproducts, cereals or extenders. Product ingredient list from the original package for these items must be kept on file to document compliance.
- ☐ Documentation to verify whole grain requirements are met, such as a product ingredient list.
- ☐ Documentation to verify sugar requirements for yogurt and cereal are met, such as a nutrition fact label.
- ☐ If meals are catered/vended, a copy of the food service contract, most recent sanitation inspection, **and** production records for all catered meals.
- ☐ Medical food substitution forms (CACFP-227), if applicable.
- ☐ Documentation of CACFP training (CACFP-222) conducted by the center management staff, which includes dates, locations, topics, and names of staff participants.
- ☐ A copy of the most recent sanitation inspection report conducted by the state or local health department, if applicable.
- ☐ "And Justice for All", "Building for the Future", and "WIC Works" posters posted in a location visible to the public.
- ☐ If a sponsoring organization, documentation of site monitoring visit reports (CACFP-404) for the current and past year.
- ☐ Copy of original contract agreement, along with contract amendments for the sponsor agency, if needed contact central office at 800-733-6251.

Child Care Centers also need original documentation of:

- ☐ CACFP enrollment records (CACFP-229) or SCCR/CACFP combined enrollment form with original date of enrollment for all children.
- ☐ Income Eligibility Form (CACFP-205) signed and dated by parent or guardian and center official.
- ☐ CACFP information that you provide to parents.
- ☐ If licensed for infants, individual Infant and Toddler Feeding and Care Plan Form (BCC-12) **and** individual infant meal records.
- ☐ For-profit centers must provide billing invoices for participants who are beneficiaries of Title XX.

Adult Day Care Centers also need original documentation of:

- ☐ Income Eligibility Form (CACFP-501) signed and dated by participant or guardian and center official.
- ☐ Enrollment record **and** individual plan of care for each participant.
- ☐ For-profit centers must provide billing invoices for participants who are beneficiaries of Title XX or Title XIX.

At Risk Afterschool programs also need original documentation of:

- ☐ Enrichment program plans.
- ☐ The most recent fire **and** sanitation inspection report.

Emergency/Homeless Shelters also need original documentation of:

- ☐ Daily resident roster documenting the participant's date of birth, date entered the shelter, and date left the shelter claimed for reimbursement.
- ☐ Copy of most recent fire and sanitation inspection report.
- ☐ Monthly donated food log.

Appeal Procedure

The request for administrative review (appeal) of adverse action taken by Community Food and Nutrition Assistance (CFNA) must be submitted in writing no later than **15 calendar days** after the date the notice of action is received. Actions which may be appealed are those that affect your participation or claim for reimbursement including, but not limited to:

- Denial of an institution's application for participation;
- Denial of an application submitted by a sponsoring organization on behalf of a facility;
- Notice of proposed termination of the participation of an organization or facility;
- Notice of proposed disqualification of a responsible principal or responsible individual;
- Suspension of an organization's contract;
- Denial of all or part of a claim for reimbursement;
- Demand for the remittance of an overpayment;
- Denial by Department of Health and Senior Services (DHSS) to forward to the Food and Nutrition Service an exception request by the institution or sponsoring organization for payment of a late claim or a request for an upward adjustment to a claim, or demand for remittance of an overclaim; and
- Any other action of the state agency affecting an institution's participation or its claim for reimbursement.

There are two types of appeals which are conducted before a duly appointed administrative hearing officer:

- Hearing (in person); and
- Abbreviated administrative (written) review.

Instructions on how to appeal are included in all correspondence concerning any actions taken by the Child and Adult Care Food Program (CACFP). The appeal request must state whether the sponsor/center is requesting a hearing or an abbreviated (written) administrative review and must be submitted in writing to the following address:

Missouri Department of Health & Senior Services
Community Food & Nutrition Assistance
P.O. Box 570
Jefferson City, MO 65102

Fax 573-526-3679

Appeals submitted according to policy are then held by the administrative review official. The official must inform CFNA, the organization's executive director, the chairman of the board of directors and the responsible principals or responsible individuals of the administrative review's outcome within 60 days of CFNA's receipt of the request for an administrative review [7CFR 22.6(k)].

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER
Services provided on a nondiscriminatory basis.

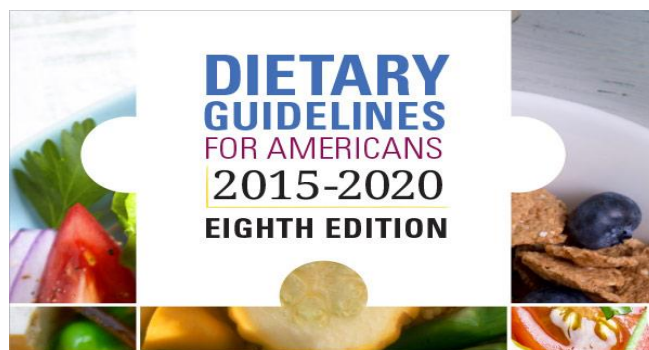
Healthy Meals & Nutrition Environment

The first few years of a child's life are critical years for growth and brain development. It is also a time when children begin forming eating and exercise habits that last a lifetime. Nationwide, nearly 75 percent of children from 3 to 6 years of age are in some type of child care, including 56 percent in center based care. Child care centers and family child care homes serve an important role in helping young children develop good eating and physical activity habits.

Children in care settings may receive half or more of their daily nutritional needs while in care. Since these meals and snacks supply such a major portion of a child's total intake, the food and the environment in which the foods are offered impact children's health; not only today but in the future as well.

Child care providers have a major responsibility to provide healthy foods in a supportive environment. Mealtimes can be a time for learning about nutrition, hand washing, table manners, conversation and motor skills, as well as an opportunity to try new foods.

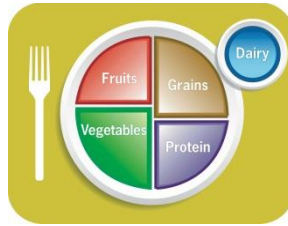
The ***Dietary Guidelines for Americans*** is jointly issued and updated every 5 years by the Department of Agriculture and the Department of Health and Human Services. It provides an outline for Americans, ages two and older, on how they can improve their overall eating patterns and consume a healthy, nutritionally adequate diet. The *Dietary Guidelines for Americans* provides five overarching guidelines to encourage healthy eating patterns. It recognizes that individuals will need to make shifts in their food and beverage choices to achieve a healthy pattern and acknowledges that all segments of our society have a role to play in supporting healthy choices.



The *Dietary Guidelines for Americans* Key Recommendations call for Americans to 1) follow a healthy eating pattern across the lifespan 2) focus on variety, nutrient density, and amount 3) limit calories from added sugars and saturated fats and reduce sodium intake 4) shift to healthier food and beverage choices 5) support healthy eating patterns for all. The *Dietary Guidelines'* Key Recommendations for healthy eating patterns should be applied in their entirety given the interconnected relationship that each dietary component can have with others. The *Dietary Guidelines for Americans* is available at: <https://www.dietaryguidelines.gov/>.

The recommendations in the *Dietary Guidelines* and also on USDA's *ChooseMyPlate.gov* website are for children and adults two years of age and older and include limiting saturated and trans fats, added sugars, and sodium. *ChooseMyPlate* illustrates the five food groups that are

the building blocks for a healthy diet using a familiar image – a place setting for a meal. Before you prepare meals for children in your care, think about what goes on their plate and in their cup. *ChooseMyPlate* is available at: <https://www.choosemyplate.gov/>.



Water Availability

Drinking water must be offered and available to children upon their request throughout the day, including at meal times. While water must be made available to children during meals, it is not part of the reimbursable meals and cannot be served in lieu of milk. Water can be made available to children in a variety of ways, including simply providing water to a child when it is requested. Contact CFNA for questions pertaining to this requirement. (CACFP 20-2011 Child Nutrition Reauthorization 2010: Water Availability in the Child Care and Adult Care Food program, May 11, 2011)

Division of Responsibility

Ellyn Satter is a recognized authority on nutrition and feeding of infants and children. In her book *Child of Mine*, she recommends instead of trying to control and manage your child's eating and weight, parents and care givers need to think in terms of "optimizing". Optimizing means feeding children in the most helpful and supportive way possible by a center honoring the responsibility of providing food and supporting children to observe a "division of responsibility" in feeding.

The Division of Responsibility

Child care providers and parents are responsible for the *what*, *when* and *where* of feeding. Children are responsible for the *how much* and *whether* to eat. Fundamental to our job is trusting children to determine how much and whether to eat from what we provide. When we do our job with feeding, children do their job with eating!

As a child care provider, you are responsible for:

- Controlling what foods are offered;
- Making and presenting meals that are tasty and safe to eat;
- Insisting that children show up for meals;
- Teaching children to behave at meals;
- Regulating meal times; and
- Making meal times pleasant.

As a child care provider, you are *not* responsible for:

- How much a child chooses to eat;
- Whether the child decides to eat at all; or
- How the child's body turns out.

Each child knows how much to eat and has a genetic blueprint for growth. Always provide a variety of foods but never force or bribe a child to eat a food. Help children trust their own internal signals of hunger and satisfaction. Allow each child to determine how much to eat or whether to eat or not. Never make a child clean their plate!

Family Style Meal Service



Family style meals are a method of service which allows each child in the child care setting to serve themselves from serving bowls and common platters of food with assistance from supervising adults as needed. This facilitates children learning to self-regulate portion sizes according to their level of hunger. Unlike preset meal service methods (unitized meals); family style meal service can increase children's acceptance of offered foods and their willingness to try new foods. This is because they will see other children choosing certain food items and feel a sense of control over choosing foods and how much to take. The guidelines for family style meal service are in keeping with Ellyn Satter's "Division of Responsibility" principles since the child determines if they want to eat and if so, how much to take and choose to eat.

Meals served in compliance with the following practices are eligible for reimbursement:

- A sufficient amount of prepared food must be placed on each table to provide the full required portions of each of the food components for all children at the table and to accommodate the supervising adults. Note: meals for program and non-program adults may never be claimed for reimbursement.
- Every child should initially be offered and encouraged, but not required to take the full portion of each meal component required for their age group; and
- If the child initially refuses a component or does not take the full portion size required for their age, the supervising adult is responsible for actively encouraging the child to take a trial portion, or offering a second helping of the food component during the course of the meal. However, it is ultimately the child's decision on how much or if they will take a meal component. Never use acceptance or denial of food as a reward or punishment.

Menu Planning Guidelines

The Child and Adult Care Food Program (CACFP) Meal Pattern Requirements and *USDA Food Buying Guide* resources assure that children participating in the CACFP are served foods that supply the nutrients they need. Child care center menus have a major influence in development of children's eating habits. It is important that menus help establish patterns for healthy eating. These guidelines may help children to develop healthy eating habits:

- Select a form of documenting your daily menus. The 3 Meal Menu Template is recommended; this form lists the food components required for each meal and snack. Five and seven day versions are available at: www.health.mo.gov/cacfp - Forms
- Choose the type of menu format you will use; 2 to 3 week cycle menu format is recommended. A cycle menu is a set of menus that are repeated in the same order for a period of time, typically 2, 3, or 4 weeks. Cycle menus provide variety by offering different foods and/or different food combinations each day during the cycle.
- When there are substitutions from the planned menu, mark through the original menu item and enter the substitution. The original daily dated menu that notes substitutions must be kept with the monthly records and retained for 3 years plus current year.
- Know the cooking abilities of the person(s) preparing the meals. Review the menu and recipes with the cook and provide training as necessary. Select or develop standardized recipes for menu items.
- Include all food components in at least the minimum portions sizes required for reimbursement. It is usually easiest to start by planning the main dish or entrée.
- Plan menus that keep the nutritional needs of young children in focus. Be sure to include a good source of iron and Vitamins A and C.
 - Iron sources include: asparagus, lima beans, sweet potatoes, squash, vegetable juice, turkey, tuna, apricots, cherries, dried fruit, dried peas, eggs, meat and green beans.
 - Vitamin A sources include: apricots, cantaloupe, cherries, plums, egg yolk, asparagus, broccoli, carrots, kale, peas, and sweet potatoes.
 - Vitamin C sources include: citrus fruit and juice, broccoli, asparagus, brussel sprouts, cauliflower, snow pears, peppers (green and red), cantaloupe, honeydew melon, mango, papaya, kiwi, and strawberries.
- Limit high fat and sodium meats to no more than one time per week. This includes but not limited to: hot dogs, sausage, lunchmeat, and processed meats.
- Grain based desserts do not count toward the grain requirement, with the exception of sweet crackers, which includes graham crackers of all shapes and animal crackers.
- Specify the type of fruit, juice or vegetables on your menus to assure a variety of food is served and to document the nutritional value of the meal.
- Specify the type of cereal and yogurt to ensure sugar requirements are met. Maintain documentation with CACFP records.
- Make sure the meals look and taste good. Introduce new foods along with familiar foods that children already like.
- Include foods that are different shapes: round, square, rectangular; and different colors: yellow, orange, red and green.
- Combine foods that have different textures: soft, crunchy, crisp, creamy and smooth; and different taste: sweet, sour, tart, salty, spicy and mild.
- Consider the different ethnic and cultural food habits and preferences of children.

- Fat-free or low-fat milk is required at each meal for participants two years of age and older. Milk served to one year olds must be unflavored whole milk. Serve breast milk or iron fortified infant formula to infants through 11 months of age. Document the type of milk served on the menu. This includes listing the fat content (whole, 1%, or skim) and if the milk is flavored.
- Use fats and oils sparingly in food preparation and limit the use of salt and high sodium foods. Deep fat frying is not allowed as a way of preparing foods on-site.

Standardized Recipes A standardized recipe is one that has been tried several times using the same method and equipment. A standardized recipe produces consistency in product quality and yield the same number of servings every time it is used as long as the same procedures, equipment and ingredients are used. Because standardized recipes specify exact amounts of ingredients, it is easier to manage the cost and storage of foods. A link to the USDA Standardized Recipes is available on the CACFP website at: <http://health.mo.gov/cacfp>.

The FBG, Web-based Interactive FBG, The FBG Mobile App, and The FBG Calculator are resources to help you determine the right amount of food and appropriate type of food to purchase for your program. These resources aid in determining the specific meal contribution each food makes towards the meal pattern requirements, as well as providing information on recipe analysis. **The FBG, Web-based Interactive FBG, The FBG Mobile App, and The FBG Calculator** are available online at: <https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>.

Five Meal Components

Milk

Unflavored whole milk must be served to 1 year old children; unflavored skim or 1% milk must be served to children 2 through 5 years of age; unflavored/flavored skim or 1% milk can only be served to children 6 years and older including adults.

Specifics:

- Must be pasteurized fluid milk.
- Is a required component at breakfast, lunch and supper?
- Milk may be served as a beverage, on cereal or used for some of both at breakfast and snack.
- Milk used in cooking is not creditable.
- Infants birth through 11 months must be provided breast milk, including breastfed on-site, or iron-fortified infant formula.
- Children age 12 months through 23 months must be provided unflavored whole milk.
- Milk may not be served for snack when juice is served as the second component.

Meat/Meat Alternate (m/ma)

Includes lean meat, poultry, fish, cheese, egg, cooked dry beans/peas, nuts and seeds and their butters, tofu, alternate protein products, and yogurt - creditable at lunch, supper, and snack. A m/ma may replace the grain component at breakfast a maximum of 3 times per week.

Specifics:

- Required at lunch and supper as main dish.
- Nut and seed butters can now be used to meet all of m/ma at lunch/supper. Nuts and seeds meet full m/ma requirements at snack.
- Tofu, yogurt and soy yogurts (that meet the sugar limit of 23g per 6 oz., maintain documentation) may be used to meet the m/ma alternate component.
- Yogurt credits as 4oz = 1oz m/ma.
- A combination food served as a main dish may be credited as the m/ma plus up to 2 other meal components (3 total) provided each component meets the minimum meal pattern requirement.
- Limit serving processed meats (lunch meat, cold cuts, hot dogs and sausage products) to no more than one serving per week is recommended.
- Commercially processed food must have processed food documentation (CN label, product formulation statement) to be creditable.
- No more than 2 different m/ma items are creditable at 1 meal.
- May be served in place of the entire grain component at breakfast a maximum of 3 times per week. One ounce of m/ma equivalent to 1 ounce of grain (exception - see above regarding yogurt serving size to credit as 1 oz. of m/ma).

Vegetable

The combined fruit and vegetable component is now a separate vegetable component and a fruit component.

Specifics:

- Cooked dry beans and peas may credit as either a vegetable or as a meat alternate, but not as both in the same meal.
- One cup of raw leafy greens counts as ½ cup of vegetables.
- One serving of either a fruit OR a vegetable or both is required at breakfast.
- A vegetable may be used to meet the entire fruit requirement.
- When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.
- Pasteurized full-strength 100% juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

Fruit

The combined fruit and vegetable component is now a separate vegetable component and a fruit component.

Specifics:

- Fruits may be served fresh, frozen, canned, dried or as 100% pasteurized fruit juice.
- One serving of either a fruit OR a vegetable or both is required at breakfast.
- ¼ cup of dried fruit counts as ½ cup of fruit.
- Pasteurized full-strength 100% juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
- Juice may not be served at snack when milk is served as a component.
- Combinations such as fruit cocktail may be credited to meet one of the two required components at lunch or supper.
- One serving of fruit can be replaced with a vegetable at lunch/supper.

Grains

Whole grain rich foods are those that contain 100% whole grains or at least 50% whole grains and the remaining grains in the food are enriched.

Specifics:

- Required at breakfast, lunch and supper.
- At least 1 grain per day must be whole grain (WG) rich (maintain documentation).
- Ready-to-eat cereal may be served at breakfast and snack only and must contain no more than 6g of sugar per dry ounce (maintain documentation).
- Grain based desserts do not count toward the grain requirement, with the exception of sweet crackers, which includes graham crackers of all shapes and animal crackers.
- A meat/meat alternate may be used to meet the entire grain component at breakfast a maximum of three times per week.



Serving Milk in the CACFP

Use the information below to see what kind of milk to serve in the Child and Adult Care Program (CACFP) to those in your care.



Newborn through 11 months old

- ✓ Breastmilk
- ✓ Iron-fortified formula

Breastmilk is allowed at any age in the CACFP.

12 months through 23 months (1 year through 1 year and 11 months)

- ✓ Unflavored whole milk

Iron-fortified formula may be served to children between the ages of 12 months to 13 months to help with the transition to whole milk.

2 years through 5 years (up to 6th birthday)

- ✓ Unflavored fat-free (skim) milk
- ✓ Unflavored low-fat (1%) milk

Unflavored whole milk and unflavored reduced-fat (2%) milk may be served to children between the ages of 24 and 25 months to help with the transition to fat-free (skim) or low-fat (1%) milk.

6 through 12 years, 13 through 18 years, and adults

- ✓ Unflavored fat-free (skim) milk
- ✓ Flavored fat-free (skim) milk
- ✓ Unflavored low-fat (1%) milk
- ✓ Flavored low-fat (1%) milk*

Non-dairy beverages may be served in place of cow's milk when a participant has a special dietary need. Please contact your Sponsoring Organization or State agency for more information.

For Adult Participants:

Yogurt may be served in place of milk once per day.

A serving of milk is optional at supper.

The Facts on Flavored Milk:

Flavored milk cannot be part of a reimbursable meal or snack for children 5 years old and younger.

Homemade flavored milk made by adding flavored straws, syrups, and powders to unflavored milk also cannot be part of a reimbursable meal or snack for children 5 years old and younger.

Flavored milk served to children 6 years old and older and to adults must be fat-free (skim) or low-fat (1%).

**Flavored low-fat (1%) milk is allowed for children ages 6 and older and adults in the CACFP from July 1, 2018, until June 30, 2019, and is subject for updates pending Final Rule for Child Nutrition Programs: Flexibilities for Milk, Whole Grains, and Sodium Requirements.*

Try It Out!

Milk Matters!



Use the information on the front of the page to answer the questions below.

1. Maya is a 1-year-old at your family child care home and eats lunch at the same time as Darrick, who is 2 years old. What type(s) of milk may you serve each child?

Maya's Age:

Type(s) of Milk:

Darrick's Age:

Type(s) of Milk:

2. Olivia is a 5½-year-old who attends your family child care home. What kind(s) of milk may you serve her in the CACFP?

Olivia's Age:

Types of Milk:

3. At your adult day care center, you want to serve yogurt at breakfast and again that same day, during lunch. Both times, yogurt would be served in place of milk. Is this allowed? Why or why not?

Answer Key:

1. **Maya's age:** 1 year. **Type(s) of Milk:** Because Maya is 1 year old, she can only be served unflavored whole milk in the CACFP. If she is younger than 1 year and 1 month (13 months), she can also be served iron-fortified formula. There is a 1-month transition period to help children adjust to whole milk between the ages of 12 months and 13 months.

Darrick's age: 2 years. **Type(s) of Milk:** Because Darrick is 2 years old, he can be served unflavored fat-free (skim) milk or unflavored low-fat (1%) milk. If he is younger than 2 years 1 month (25 months), he can also be served unflavored whole milk, and unflavored reduced-fat (2%) milk. There is a 1-month transition period when the child turns 2 to help him or her adjust from whole milk to fat-free (skim) or low-fat (1%) milk.

2. **Olivia's Age:** 5 ½ years. **Type(s) of milk:** Because Olivia falls into the 2- through 5-year-old age group, she can be served unflavored fat-free (skim) milk and unflavored low-fat (1%) milk.

3. No, you are not allowed to serve yogurt instead of milk at breakfast AND at lunch. You are only allowed to serve yogurt instead of milk at one meal per day at adult day care centers. If you are serving yogurt as the meat/meat alternate, you may not serve yogurt as the milk substitute at the same meal.

Choose Yogurts That Are Lower in Sugar

All yogurts served in the Child and Adult Care Food Program (CACFP) must not have more than **23 grams of sugar** per 6 ounces.

There are many types of yogurt that meet this sugar limit. It is easy to find them by using the Nutrition Facts label and following the steps below.

1 Use the Nutrition Facts label to find the **Serving Size**, in ounces (oz) or grams (g), of the yogurt.

2 Find the **Total Sugars** line. Look at the number of grams (g) next to Total Sugars.

3 Use the serving size identified in Step 1 to find the serving size of the yogurt in the table below.

Serving Size* Ounces (oz)	Serving Size Grams (g) (Use when the serving size is not listed in ounces)	Total Sugars Grams (g)
If the serving size is:	If the serving size is:	Total sugars must not be more than:
2.25 oz	64 g	9 g
3.5 oz	99 g	13 g
4 oz	113 g	15 g
5.3 oz	150 g	20 g
6 oz	170 g	23 g
8 oz	227 g	31 g

4 In the table, look at the number to the right of the serving size amount, under the "Total Sugars" column.
If the yogurt has that amount of sugar, or less, the yogurt meets the sugar limit.

Nutrition Facts	
4 servings per container	
Serving size 8 oz (227g)	
Amount per serving	
Calories	130
% Daily Value*	
Total Fat 2g	3%
Saturated Fat 1.5g	8%
Trans Fat 0g	
Cholesterol 10mg	3%
Sodium 160mg	7%
Total Carbohydrate 21g	7%
Dietary Fiber 4g	17%
Total Sugars 9g	
Includes 0g Added Sugars	0%
Protein 10g	
Vitamin D 2mcg	10%
Calcium 257mg	20%
Iron 0mg	0%
Potassium 344mg	8%

TIP: If the serving size says "one container," check the front of the package to see how many ounces or grams are in the container.

Test Yourself:

Does the yogurt above meet the sugar limit?
(Check your answer on the next page)

Serving Size: _____

Total Sugars: _____

☐ Yes

☐ No

*Serving sizes here refer to those commonly found for store-bought yogurts.
Homemade yogurt is not creditable in the CACFP.





Try It Out!

Use the “Sugar Limits in Yogurt” table below to help find yogurts you can serve at your site. Write down your favorite brands and other information in the “Yogurts To Serve in the CACFP” list. You can use this as a shopping list when buying yogurts to serve in your program.



Sugar Limits in Yogurt

Serving Size Ounces (oz)	Serving Size Grams (g) (Use when the serving size is not listed in ounces)	Total Sugars Grams (g)	Serving Size Ounces (oz)	Serving Size Grams (g) (Use when the serving size is not listed in ounces)	Total Sugars Grams (g)
If the serving size is:	If the serving size is:	Total sugars must not be more than:	If the serving size is:	If the serving size is:	Total sugars must not be more than:
1 oz	28 g	4 g	4.75 oz	135 g	18 g
1.25 oz	35 g	5 g	5 oz	142 g	19 g
1.5 oz	43 g	6 g	5.25 oz	149 g	20 g
1.75 oz	50 g	7 g	5.3 oz	150 g	20 g
2 oz	57 g	8 g	5.5 oz	156 g	21 g
2.25 oz	64 g	9 g	5.75 oz	163 g	22 g
2.5 oz	71 g	10 g	6 oz	170 g	23 g
2.75 oz	78 g	11 g	6.25 oz	177 g	24 g
3 oz	85 g	11 g	6.5 oz	184 g	25 g
3.25 oz	92 g	12 g	6.75 oz	191 g	26 g
3.5 oz	99 g	13 g	7 oz	198 g	27 g
3.75 oz	106 g	14 g	7.25 oz	206 g	28 g
4 oz	113 g	15 g	7.5 oz	213 g	29 g
4.25 oz	120 g	16 g	7.75 oz	220 g	30 g
4.5 oz	128 g	17 g	8 oz	227 g	31 g

Yogurts To Serve in the CACFP*

Yogurt Brand	Flavor	Serving Size (oz or g)	Total Sugars (g):
<i>Yummy Yogurt</i>	<i>Vanilla</i>	<i>6 oz</i>	<i>13</i>

*The amount of sugar in a yogurt might change. Even if you always buy the same brands and flavors of yogurt, be sure to check the serving size and amount of total sugars on the Nutrition Facts label to make sure they match what you have written in the list above.

Answer to “Test Yourself” activity on page 1: This yogurt has 9 grams of total sugars per 8 ounces (227 grams). The maximum amount of total sugars allowed in 8 ounces of yogurt is 31 grams. 9 is less than 31, so this yogurt meets the sugar limit.

Calculating Sugar Limits for Yogurt in the Child and Adult Care Food Program

All yogurts served in the Child and Adult Care Food Program (CACFP) must not have more than **23 grams of sugar** per 6 ounces.

Here are **two ways** to tell if a **yogurt** meets the sugar limit.

Option 1*: Check out **USDA's chart** that shows **common serving sizes** of yogurt and the **maximum amount of sugars** they can contain. Find the chart in "Choose Yogurts That Are Lower in Sugar" at <https://www.fns.usda.gov/cacfp-training-tools>.

Option 2: Use the information on the yogurt's Nutrition Facts label, and follow the steps below:



1 Find the **Serving Size**, in ounces (oz) or grams (g).
Write the number of ounces (oz) here: _____
If weight in ounces is **not available**, write number of grams (g) here: _____
If the serving size is "one container," check the front of the package to find out how many ounces or grams are in the container.

2 Find the **Total Sugars** on the Nutrition Facts label. Write the number of grams (g) of total sugars here: _____

3 Divide the grams of **Total Sugars** by the **Serving Size**.
____ grams Total Sugars ÷ ____ Serving Size = _____

4 Compare the answer in Step 3 with the numbers below. The yogurt meets the sugar limit for yogurt in the CACFP if:
a. For **ounces** of yogurt, the answer is **3.83 or less**.
b. For **grams** of yogurt, the answer is **.135 or less**.

Nutrition Facts	
4 servings per container	
Serving size 8 oz cup (227g)	
Amount per serving	
Calories	130
% Daily Value*	
Total Fat 2g	3%
Saturated Fat 1.5g	8%
Trans Fat 0g	
Cholesterol 10mg	3%
Sodium 160mg	7%
Total Carbohydrate 21g	7%
Dietary Fiber 4g	17%
Total Sugars 9g	
Includes 0g Added Sugars	0%
Protein 10g	

Test Yourself:

Does the yogurt above meet the sugar limit?

(Check your answer below)

Serving Size: _____

Total Sugars: _____

☐ Yes ☐ No

*Due to rounding, you may get a slightly different result when using the charts in Option 1 and doing the full calculation in Option 2. If either of these methods indicates that the yogurt is within the sugar limit, then the yogurt may credit towards a reimbursable meal.

Answer Key: Yes, this yogurt meets the sugar limit. This yogurt has 9 grams of total sugars per 8 oz. 9 ÷ 8oz = 1.125, which is less than 3.83. If dividing by 227 grams of yogurt, 9 ÷ 227g = .0396, which is less than .135.

Adding Whole Grains to Your Child and Adult Care Food Program Menu

Whole grain-rich foods are an important part of your menu in the Child and Adult Care Food Program (CACFP). Foods that are whole grain-rich are filled with vitamins, minerals, fiber, and other nutrients that help kids and adults stay healthy.

How often do I have to serve whole grains in the CACFP?

Each day, at least one of the grain components of a meal or snack must be “whole grain-rich.” Whole grain-rich food items must be offered at least once per day, not once per meal/snack. In the CACFP, whole grain-rich means that at least half the grain ingredients in a food are whole grains, and any remaining grains are enriched grains, bran, or germ. This is required for CACFP child and adult meal patterns only. There is no whole grain-rich requirement for infants.



If you serve meals and snacks to the same group of children or adults during the day:

- ✓ Serve whole grain-rich items for the grain component at one of the meals or snack each day.

If you serve meals and snacks to different groups of children or adults during the same day (for example, morning and afternoon sessions):

- ✓ Serve whole grain-rich items for the grain component to one of the groups of children or adults each day.

If you serve only snacks:

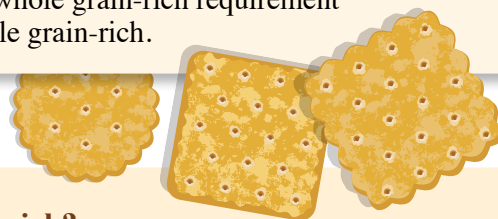
- ✓ You do not have to serve a grain component at snack. But if you do, it must be whole grain-rich.

If you serve only breakfast and want to serve a meat or meat alternate:

- ✓ You do not need to serve a grain, because you are replacing the grain component with a meat or meat alternate. You may do this up to three times per week. On the days when a meat or meat alternate is not served, you must serve whole grain-rich items for the grain component. If you decide to serve a grain as an “extra” food that does not count toward the CACFP meal pattern requirements, then the grain does not have to be whole grain-rich.

If your at-risk afterschool site or adult day care serves breakfast, lunch, or supper using Offer Versus Serve:

- ✓ All grain items offered at the meal you wish to count towards the whole grain-rich requirement must be whole grain-rich.



Can I serve a grain-based dessert if it is whole grain-rich?

- ✗ Grain-based desserts, even those made with whole grains, cannot count towards the grain component of a CACFP meal or snack. There are many other tasty whole grain-rich foods that you can add to your menus.

What are some ways to serve whole grain-rich foods at meals and snacks?

The requirement is that whole grain-rich food items must be offered at least once per day. But, you may choose to offer whole grain-rich food items more often. Check out these easy ways to serve whole grain-rich foods:

Breakfast	Lunch/Supper	Snacks
<ul style="list-style-type: none"> <input type="checkbox"/> Oatmeal* <input type="checkbox"/> Whole Grain-Rich Pancakes or Waffles <input type="checkbox"/> Toast Made with Whole-Wheat Bread <input type="checkbox"/> Whole Grain-Rich English Muffin, Bagel, or Biscuit <input type="checkbox"/> Whole Grain-Rich Muffin <input type="checkbox"/> Whole Grain-Rich Cereal* 	<ul style="list-style-type: none"> <input type="checkbox"/> Whole-Wheat Macaroni or Spaghetti <input type="checkbox"/> Brown Rice <input type="checkbox"/> Quinoa <input type="checkbox"/> Bulgur <input type="checkbox"/> Wild Rice <input type="checkbox"/> Whole-Wheat Bun or Roll <input type="checkbox"/> Whole Grain-Rich Pizza Crust <input type="checkbox"/> Whole Grain-Rich Tortilla 	<ul style="list-style-type: none"> <input type="checkbox"/> Whole Grain-Rich Crackers <input type="checkbox"/> Whole Grain-Rich Pita Triangles <input type="checkbox"/> Whole Grain-Rich Cereal Mix* <input type="checkbox"/> Whole Grain-Rich Pretzels <input type="checkbox"/> Rice Cakes Made with Brown Rice <input type="checkbox"/> Whole Grain-Rich Banana Bread <input type="checkbox"/> Whole Grain-Rich Chips

*Cereal must meet CACFP sugar limits.

How can I share information about whole grain-rich foods on my menu?

Some easy ways CACFP providers are highlighting whole grains on their menus include:



Writing "whole wheat" or "WW" in front of an item on the menu, such as "whole-wheat bread" or "WW bread."

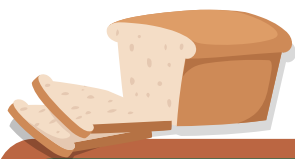


Adding a fun grain icon or picture next to whole grain-rich foods.



Placing a check in a checkbox to show that a food is whole grain-rich.

There are no Federal CACFP requirements that you label which foods are whole grain-rich on your menu. Check with your State agency or sponsoring organization to see what they require. Highlighting whole grain-rich foods on your menu communicates to families how you are providing nutritious foods to their loved ones. Families may see this as a sign of the quality of meals and snacks you are offering.



Try It Out!

Look at the menus for three CACFP sites below. Which menus meet the CACFP requirement for whole grain-rich?

Menu 1

Served at a child care center that serves one group of children in the morning and another in the afternoon

Breakfast: Chopped strawberries, whole grain-rich waffles, 1% milk

Lunch: Baked chicken, 1% milk, broccoli, orange wedges, white rice

Snack: Apple slices and string cheese

Menu 2

Served at an at-risk afterschool center that only serves snack

Snack: Enriched pretzels and hummus (bean dip)

Menu 3

Served at an at-risk afterschool center that only serves snack

Snack: Celery sticks and sunflower seed butter

Answer Key: Menus 1 and 3 meet the CACFP requirement for whole grain-rich. Menu 2 does not meet the CACFP meal pattern requirement for whole grain-rich. Because the center only serves snacks, any grains served at snack must be whole grain-rich. The pretzels in this snack are enriched, not whole grain-rich, so this snack does not meet the requirement.



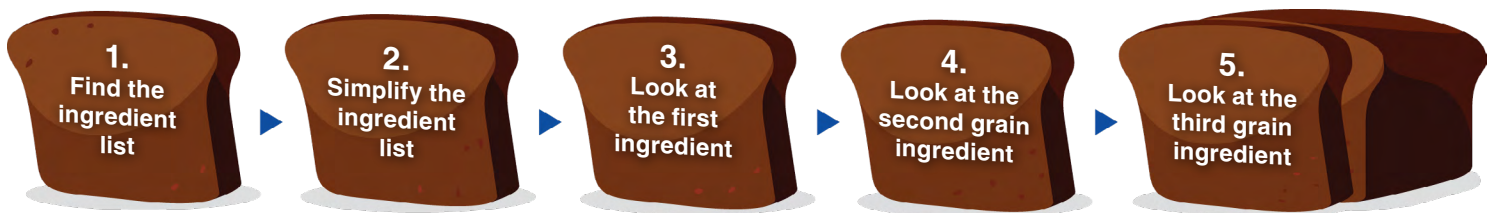
Identifying Whole Grain-Rich Foods for the Child and Adult Care Food Program Using the Ingredient List

The **ingredient list** is printed on the food packaging of products. This list includes information on flours, grains, and other ingredients that are in the product. On the ingredient list, the ingredients are listed in order of quantity. If a whole grain is listed first, you know there is more of that whole grain than anything else in the food.

In the United States Department of Agriculture's Child and Adult Care Food Program (CACFP), you can identify grains that are whole grain-rich by looking at the first three **grain** ingredients that appear on the ingredient list. This method is known as the *Rule of Three*. If the ingredient list does not include three grain ingredients, you only have to look at the grain ingredients that are present. Some whole grain-rich foods may have only one grain ingredient.

In the CACFP, at least one offering of grains per day must be whole grain-rich for children and adults. Grain-based desserts may not count towards the grain component in the CACFP, even if the grain-based dessert is whole grain-rich.

Step-by-Step Guide To Identifying Whole Grain-Rich Foods Using the *Rule of Three*



1. Find the ingredient list ►



This ingredient list is for bread. In this example, you would look at the full ingredient list to determine if the bread is whole grain-rich.

INGREDIENTS: Whole-wheat flour, water, yeast, brown sugar, wheat gluten, contains 2% or less of each of the following: salt, dough conditioners, soybean oil, vinegar, cultured wheat flour, citric acid.

The ingredient list shown here is for a frozen cheese pizza. Because pizza is a combination food, you can see the ingredients for all the foods within the cheese pizza, such as the crust, cheese, and sauce, are listed within one ingredient list. In this example, you would look at the ingredients for the crust, to determine if the grain component of this food is whole grain-rich.

INGREDIENTS: Crust: Whole-wheat flour, enriched wheat flour (bleached wheat flour, malted barley flour, niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), wheat bran, water, soybean oil, dextrose, baking powder, yeast, salt, dough conditioners, wheat gluten, contains less than 2% of each of the following: vegetable shortening, sesame flour, preservatives. **Shredded mozzarella cheese:** Pasteurized part skim milk, cheese, cultures, salt, enzymes. **Sauce:** Water, tomato paste, pizza seasoning, modified food starch.

2. Simplify the ingredient list ►

Look at the “Disregarded Ingredients” list below. Do not consider these ingredients. Some sound like grains, so it can be helpful to cross them out at the beginning.

Disregarded Ingredients:

- Cellulose fiber
- Corn dextrin
- Corn starch
- Modified food starch
- Rice starch
- Tapioca starch
- Water
- Wheat dextrin
- Wheat gluten
- Wheat starch
- Any ingredients that appear after the phrase, “Contains 2% or less of...”

INGREDIENTS: Crust: Whole-wheat flour, enriched wheat flour (bleached wheat flour, malted barley flour, niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), wheat bran, water, soybean oil, dextrose, baking powder, yeast, salt, dough conditioners, wheat gluten, contains less than 2% of each of the following: vegetable shortening, sesame flour, preservatives.

This ingredient list shows some ingredients that can be crossed out to simplify the list.

3. Look at the first ingredient ►

If you have a combination food, like a pizza, look at the part of the ingredient list that refers to the grain product. For this food, the grain product is the pizza crust.

Is the first ingredient a whole-grain ingredient?

- ✓ **Yes:** If the first ingredient is whole-grain and the food is not a ready-to-eat breakfast cereal, **go to Step 4** below.
- ✓ **Yes:** If the first ingredient is whole-grain and the food is a ready-to-eat breakfast cereal, see “Identifying Whole Grain-Rich Breakfast Cereals in the CACFP” on page 4.
- ✗ **No:** If the first ingredient is not a whole-grain ingredient, then this food is not creditable as a whole grain-rich food in the CACFP using the *Rule of Three*.*
- ✗ **No:** It is possible that the food includes several whole-grain ingredients. When added together, these grains may meet the whole grain-rich requirement. In this case, you would need to request additional information from the manufacturer.

INGREDIENTS: Crust: Whole-wheat flour, enriched wheat flour (bleached wheat flour, malted barley flour, niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), wheat bran, water, soybean oil, dextrose, baking powder, yeast, salt, dough conditioners, wheat gluten, contains less than 2% of each of the following: vegetable shortening, sesame flour, preservatives.

The first grain ingredient is “whole-wheat flour,” which is a whole-grain ingredient.

See the *Whole-Grain Ingredients* chart for some common whole grains. Make sure the first grain ingredient is not listed on the *Enriched Grain Ingredients*, *Bran or Germ Ingredients*, or *Non-Creditable Grains or Flours* charts on the following page.

4. Look for the second grain ingredient ►

Does the food have another grain ingredient?

No: If the food does not have any other grain ingredients, you can **stop here**. The food is whole grain-rich!

Yes: If so, is the second grain ingredient whole-grain, enriched, or bran or germ? Make sure the second grain ingredient is not listed on the “*Non-Creditable Grains or Flours*” chart.

- ✓ **Yes:** If the second grain ingredient is whole-grain, enriched, or bran or germ, **see Step 5** on page 3.
- ✗ **No:** If the second grain ingredient is **not** whole-grain, enriched, or bran or germ, then this food is not creditable as a whole grain-rich food in the CACFP using the *Rule of Three*.*

INGREDIENTS: Crust: Whole-wheat flour, enriched wheat flour (bleached wheat flour, malted barley flour, niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), wheat bran, water, soybean oil, dextrose, baking powder, yeast, salt, dough conditioners, wheat gluten, contains less than 2% of each of the following: vegetable shortening, sesame flour, preservatives.

The second grain ingredient is “enriched wheat flour,” which is an enriched grain ingredient. For more information on flour made from more than one grain ingredient, see “Focus on Flour Blends” on page 4.

* This food might be creditable as a grain that is not being served as a whole grain-rich food. See the Food Buying Guide for Child Nutrition Programs (<https://foodbuyingguide.fns.usda.gov/FoodComponents/ResourceGrains>) for information on how to determine if an enriched grain is creditable towards the grain component in the CACFP.

5. Look for the third grain ingredient ►

Does the food have a third grain ingredient?

No: If the food does not have any other grain ingredients, you can **stop here**. The food is whole grain-rich!

Yes: If so, is the third grain ingredient whole-grain, enriched, or bran or germ? *Make sure the third grain ingredient is not listed on the “Non-Creditable Grains or Flours” chart.*

✓ **Yes:** If the third grain ingredient is whole-grain, enriched, or bran or germ, then this food is whole grain-rich! If your product has other grain ingredients, such as a fourth grain ingredient, you do not need to consider them.

✗ **No:** If the third ingredient is not whole-grain, enriched, bran, or germ, then this food is not creditable as a whole grain-rich food in the CACFP using the *Rule of Three*.*

INGREDIENTS: Crust: Whole-wheat flour, enriched wheat flour (bleached wheat flour, malted barley flour, niacin, reduced iron, thiamine mononitrate, riboflavin, folic acid), wheat bran, water, soybean oil, dextrose, baking powder, yeast, salt, dough conditioners, wheat gluten, contains less than 2% of each of the following: vegetable shortening, sesame flour, preservatives.

The third grain ingredient is “wheat bran,” which is a type of bran.

✓ This pizza crust is considered whole grain-rich because the first ingredient is **whole-grain**, the second grain ingredient is **enriched**, and the third ingredient is a type of **bran**.

Whole-Grain Ingredients

- | | | | | |
|-----------------------------|----------------------|------------------------|---------------------------|----------------------------|
| • Amaranth | • Cracked wheat | • Rye groats | • Teff | • Whole grain corn flour |
| • Amaranth flour | • Graham flour | • Sorghum | • Teff flour | • Whole grain oat flour |
| • Brown rice | • Instant oatmeal | • Sorghum flour | • Triticale | • Whole grain spelt flour |
| • Brown rice flour | • Millet | • Spelt berries | • Triticale flour | • Whole grain wheat |
| • Buckwheat | • Millet flour | • Sprouted brown rice | • Wheat berries | • Whole grain wheat flakes |
| • Buckwheat flour | • Oats | • Sprouted buckwheat | • Wheat groats | • Whole grain wheat flour |
| • Buckwheat groats | • Oat groats | • Sprouted spelt | • White whole wheat flour | • Whole rye flour |
| • Bulgur | • Old fashioned oats | • Sprouted whole rye | • Whole corn | • Whole wheat flour |
| • Corn masa/
masa harina | • Quick cooking oats | • Sprouted whole wheat | • Whole durum flour | |
| | • Quinoa | • Steel cut oats | • Whole grain corn | |

Enriched Grain Ingredients

- | | |
|------------------------------|---|
| • Enriched bromated flour | • Enriched rice flour |
| • Enriched corn flour | • Enriched rye flour |
| • Enriched durum flour | • Enriched wheat flour |
| • Enriched durum wheat flour | • Enriched white flour |
| • Enriched farina | • Other grains with the word “enriched” in front of it. |
| • Enriched rice | |

In addition to the ingredients listed above, if the ingredient list states or includes the nutrients used to enrich the flour, then your product has enriched grains. For example, an ingredient list might read: “Durum flour (niacin, iron, riboflavin, folic acid, thiamin).” The vitamins listed in the parenthesis indicate that the durum flour is enriched.

Bran or Germ Ingredients

- | | | |
|-------------|-------------|--------------|
| • Corn bran | • Rice bran | • Wheat bran |
| • Oat bran | • Rye bran | • Wheat germ |

Non-Creditable Grains or Flours

Cannot be one of the first three grain ingredients for whole grain-rich items.

- | | |
|--|---------------------|
| • Barley malt | • Potato flour |
| • Bean flour (such as soy, chickpea, lentil, legume, etc.) | • Rice flour |
| • Bromated flour | • Semolina |
| • Corn | • Wheat flour |
| • Corn fiber | • White flour |
| • Degerminated corn meal | • Yellow corn flour |
| • Durum flour | • Yellow corn meal |
| • Farina | |
| • Malted barley flour | |
| • Nut or seed flour (any kind) | |
| • Oat fiber | |



Focus on Flour Blends

You may see an ingredient list that includes a flour blend as an ingredient. The flour blend will be followed by a list of sub-ingredients that make up the flour blend. These sub-ingredients are shown in parenthesis.

Treat these flour blends as one grain ingredient when applying the Rule of Three.

If the flour blend is the first grain ingredient on the ingredient list, then you must determine if the flour blend is a whole grain. If the flour blend is made up of only whole-grain ingredients, then the flour blend is a whole grain. You can now proceed with examining the second and third grain ingredients as described on pages 2 and 3.

If the flour blend includes any grains that are not whole grains, then the flour blend is not considered a whole grain under the *Rule of Three*.

If the flour blend is the second or third grain ingredient, then the flour blend may be made up of whole grains, enriched grains, bran, and/or germ. If the flour blend includes any non-creditable flours or grains, then the flour blend is not a creditable grain ingredient.

INGREDIENTS: Whole grain flour (whole-wheat flour, brown rice flour, whole grain oat flour)¹, water, flour blend (graham flour, enriched wheat flour, enriched corn flour, wheat bran)², yeast, salt.

1. The **whole-grain flour** can be considered the **first** grain ingredient when using the Rule of Three. The **whole-grain flour** contains only whole grain-ingredients, so it is a **whole-grain ingredient**.
 2. The **flour blend** can be considered the **second** grain ingredient when using the Rule of Three. The flour blend contains **whole-grain ingredients** (graham flour), **enriched ingredients** (enriched wheat flour, enriched corn flour) and **bran** (wheat bran).
 3. This product does not have a third grain ingredient.
- ✓ The product is considered whole grain-rich.

INGREDIENTS: Flour blend (durum flour, bromated flour, brown rice flour), water, salt.

- ✗ This flour blend includes two **non-creditable flours** (durum flour and bromated flour), so the flour blend is not a creditable grain ingredient.

Identifying Whole Grain-Rich Breakfast Cereals in the CACFP

For ready-to-eat breakfast cereals only, if the first ingredient is whole-grain, and the cereal is fortified, then the cereal is whole grain-rich in the CACFP. Remember to check that the cereal also meets the CACFP sugar limit. For more information on sugar limits for cereal, see “Choose Breakfast Cereals That Are Lower in Added Sugars” at <https://www.fns.usda.gov/cacfp-meal-pattern-training-worksheets>.



To determine if a ready-to-eat cereal is whole grain-rich:

1. Look at the first ingredient ►

Is the first ingredient a whole-grain ingredient?

- ✓ **Yes:** If the first ingredient is whole-grain, go to Step 2.
- ✗ **No:** If the first ingredient is not a whole grain, then this food is not credible as a whole grain-rich food in the CACFP using the *Rule of Three*.*

INGREDIENTS: Whole grain oats¹, corn flour, sugar, salt, tripotassium phosphate, vitamin E. **Vitamins and Minerals**²: calcium carbonate, iron and zinc, vitamin C, vitamin B6, vitamin A, vitamin B12.

1. The first ingredient is “**whole grain oats**,” which is a **whole-grain ingredient**.
 2. The presence of “**Vitamins and Minerals**” on the ingredient list indicates that this cereal is fortified.
- ✓ This breakfast cereal is whole grain-rich because the first ingredient is **whole-grain** and the cereal is **fortified**.

2. Look for fortification ►

Is the cereal fortified?

Look for the words “fortified” on the food package. You can also look at the ingredient list to see if it lists any vitamins and minerals that have been added to the product. Cereals that are not fortified would not have any added vitamins and minerals.

- ✓ **Yes:** If the cereal is fortified, then this food is whole grain-rich! If your cereal has other grain ingredients, you do not need to consider them.
- ✗ **No:** If the cereal has a whole grain as the first ingredient, but is not fortified, then follow the *Rule of Three* instructions on pages 2 and 3 to look at the second and third grain ingredients.



Choose Breakfast Cereals That Are Lower in Sugar

All breakfast cereals served in the Child and Adult Care Food Program (CACFP) must not have more than **6 grams of sugar** per dry ounce.

There are many types of cereal that meet this sugar limit. You can use any cereal that is listed on any State agency's Women, Infants, and Children (WIC)-approved cereal list. You can also find cereals that meet the sugar limit by using the Nutrition Facts label and following the steps below:

1 Use the Nutrition Facts label to find the **Serving Size**, in grams (g), of the cereal.

2 Find the **Total Sugars** line. Look at the number of grams (g) next to Total Sugars.

3 Use the serving size identified in Step 1 to find the serving size of the cereal in the table below.

Serving Size*	Total Sugars
If the serving size is:	Total sugars must not be more than:
12-16 grams	3 grams
26-30 grams	6 grams
31-35 grams	7 grams
45-49 grams	10 grams
55-58 grams	12 grams
59-63 grams	13 grams
74-77 grams	16 grams

4 In the table, look at the number to the right of the serving size amount, under the "Total Sugars" column.
If the cereal has that amount of sugar, or less, the cereal meets the sugar limit.

*Serving sizes here refer to those commonly found for breakfast cereals.

Yummy Brand Cereal

Nutrition Facts

15 servings per container

Serving size ¾ cup (30g)

Amount per serving

Calories **100**

% Daily Value*

Total Fat 0.5g **1%**

Saturated Fat 0g **0%**

Trans Fat 0g

Cholesterol 0mg **0%**

Sodium 140mg **6%**

Total Carbohydrate 22g **7%**

Dietary Fiber 3g **11%**

Total Sugars 5g

Includes 4g Added Sugars **8%**

Protein 3g

Test Yourself:

Does the cereal above meet the sugar limit?

(Check your answer on the next page)

Serving Size: _____

Total Sugars: _____

☐ Yes ☐ No

Try It Out!

Use the “Sugar Limits in Cereal” table below to help find cereals you can serve at your site. Write down your favorite brands and other information in the “Cereals To Serve in the CACFP” list. You can use this as a shopping list when buying cereals to serve in your program.



Sugar Limits in Cereal

Serving Size	Total Sugars	Serving Size	Total Sugars
If the serving size is:	Total sugars must not be more than:	If the serving size is:	Total sugars must not be more than:
0-2 grams	0 grams	50-54 grams	11 grams
3-7 grams	1 gram	55-58 grams	12 grams
8-11 grams	2 grams	59-63 grams	13 grams
12-16 grams	3 grams	64-68 grams	14 grams
17-21 grams	4 grams	69-73 grams	15 grams
22-25 grams	5 grams	74-77 grams	16 grams
26-30 grams	6 grams	78-82 grams	17 grams
31-35 grams	7 grams	83-87 grams	18 grams
36-40 grams	8 grams	88-91 grams	19 grams
41-44 grams	9 grams	92-96 grams	20 grams
45-49 grams	10 grams	97-100 grams	21 grams

Cereals To Serve in the CACFP*

Cereal Brand	Cereal Name	Serving Size	Total Sugars (g)
Healthy Food Company	Nutty Oats	28 grams	5 grams

*The amount of sugar in a cereal might change. Even if you always buy the same brands and types of cereal, be sure to check the serving size and amount of total sugars on the Nutrition Facts label to make sure they match what you have written in the list above. All cereals served must be whole grain-rich, enriched, or fortified.

Answer to “Test Yourself” activity on page 1: The cereal has 5 grams of total sugars per 30 grams. The maximum amount of total sugars allowed for 30 grams of cereal is 6 grams. 5 is less than 6, so this cereal meets the sugar limit.

Calculating Sugar Limits for Breakfast Cereals in the Child and Adult Care Food Program

All breakfast cereals served in the Child and Adult Care Food Program (CACFP) must not have more than **6 grams of sugar** per dry ounce. This is equal to 21.2 grams of sugar per 100 grams of cereal.

Here are **three ways** to tell if a **cereal** meets the sugar limit.

Option 1: Cereals on any State agency's Women, Infants, and Children (WIC)-approved cereal list meet the CACFP sugar limit.

Option 2*: Use **USDA's chart** that shows **common serving sizes** of cereals and the **maximum amount of sugars** they can contain. Find the chart in "Choose Breakfast Cereals That Are Lower in Sugar" at <https://www.fns.usda.gov/cacfp-training-tools>.

Option 3: Use the information on the cereal's Nutrition Facts label, and follow the steps below:



Yummy Brand Cereal

Nutrition Facts	
15 servings per container	
Serving size ¾ cup (30g)	
Amount per serving	
Calories	100
% Daily Value*	
Total Fat 0.5g	1%
Saturated Fat 0g	0%
Trans Fat 0g	
Cholesterol 0mg	0%
Sodium 140mg	6%
Total Carbohydrate 22g	7%
Dietary Fiber 3g	11%
Total Sugars 5g	
Includes 4g Added Sugars	8%
Protein 3g	

1

Find the **Serving Size**, in grams (g), of the cereal.

Write the number of grams (g) here: _____

If the serving size is "one container," check the front of the package to find out how many grams are in the container.

2

Find the **Total Sugars** on the Nutrition Facts label. Write the number of grams (g) of total sugars here: _____

3

Divide the grams of **Total Sugars** by the **Serving Size (in grams)**.

_____ grams Total Sugars ÷ _____ grams Serving Size = _____

4

If the answer in Step 3 is **.212 or less**, then this cereal meets the sugar limit for breakfast cereals in the CACFP.

**Due to rounding, you may get a slightly different result when using the chart in Option 2 and doing the full calculation in Option 3. If either of these methods indicates that the cereal is within the sugar limit, then the cereal may credit towards a reimbursable meal.*

Test Yourself:

Does the cereal above meet the sugar limit?

(Check your answer below)

Serving Size: _____

Total Sugars: _____

☐ Yes ☐ No

Answer Key: Yes, this cereal meets the sugar limit. There are 5 grams of total sugars in 30 grams of cereal. 5 ÷ 30 = .17, which is less than .212.

Grain-Based Desserts in the Child and Adult Care Food Program

Kids need the vitamins, minerals, and other nutrients in foods such as fruits, vegetables, whole grains, low-fat dairy, and lean protein foods. Too often, kids are filling up on foods high in added sugars and low in nutrients.

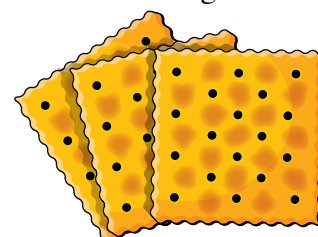
As of October 1, 2017, grain-based desserts no longer count toward the grain component of meals and snacks offered through the Child and Adult Care Food Program (CACFP). This small change helps reduce the amount of added sugars kids eat in child care.



What Are Grain-Based Desserts?

The chart below lists some common grain-based desserts:

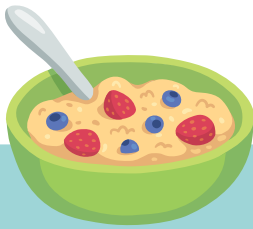
Grain-Based Desserts (Not Reimbursable in the CACFP):	Not Grain-Based Desserts (Reimbursable in the CACFP):
<ul style="list-style-type: none"> • Brownies • Cakes, including coffee cake and cupcakes • Cereal bars, breakfast bars, and granola bars • Cookies, including vanilla wafers • Doughnuts, any kind • Fig rolls/bars/cookies and other fruit-filled rolls/bars/cookies • Gingerbread • Ice cream cones • Marshmallow cereal treats • Pie crusts of dessert pies, cobblers, and fruit turnovers • Sweet bread puddings • Sweet biscotti, such as those made with fruits, chocolate, icing, etc. • Sweet croissants, such as chocolate-filled • Sweet pita chips, such as cinnamon-sugar flavored • Sweet rice puddings • Sweet scones, such as those made with fruits, icing, etc. • Sweet rolls, such as cinnamon rolls • Toaster pastries 	<ul style="list-style-type: none"> • Banana bread, zucchini bread, and other quick breads • Cereals that meet the sugar limit and are whole grain-rich, enriched, and/or fortified • Cornbread • Crackers, all types • French Toast • Muffins • Pancakes • Pie crusts of savory pies, such as vegetable pot pie and quiche • Plain croissants • Plain or savory pita chips • Savory biscotti, such as those made with cheese, vegetables, herbs, etc. • Savory bread puddings, such as those made with cheese, vegetables, herbs, etc. • Savory rice puddings, such as those made with cheese, vegetables, etc. • Savory scones, such as those made with cheese, vegetables, herbs, etc. • Teething biscuits, crackers, and toasts • Tortillas and tortilla chips • Waffles



Whole grain-rich and homemade grain-based desserts are also not creditable in the CACFP.

More training, menu planning, and nutrition education materials for the CACFP can be found at <https://teamnutrition.usda.gov>.





Still Too Sweet?



- Even if a food is not listed as a grain-based dessert, it can still be high in added sugars. As a best practice, compare grains and choose those that are lower in sugars. For instance, the amount of added sugars in a muffin can vary from recipe to recipe. Some muffins are as sweet as cupcakes and include ingredients such as candy and chocolate pieces or cinnamon-sugar toppings.
- Look for alternatives to sweet toppings (such as syrups, honey, and cinnamon sugars). For example, try topping pancakes with fruits instead of syrup. Starting these practices early helps kids develop healthy habits.

Try It Out!

1. Think about some grain-based desserts that you used to serve. Add them to the “Instead of serving” column on the left.
2. What are some other foods you can serve instead? Add them to the “Try” column in the middle.
3. Think of other foods you could substitute for the examples listed below. Add them to the right column under “Other Choices.”

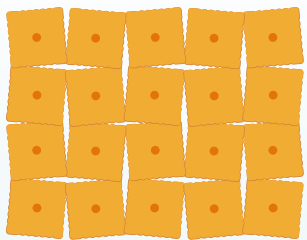
Instead of serving:	Try:	Other Choices:
Doughnuts or cinnamon rolls	Pancakes or waffles topped with sliced fruit	
Marshmallow cereal treat	Whole-grain tortilla chips or fruit	
Cookies	Whole-wheat crackers or graham crackers	
Cake or brownies	Banana bread	
Toaster pastries	Whole-wheat toast	

Use your “Try” and “Other Choices” lists to help you plan new menus at your site!

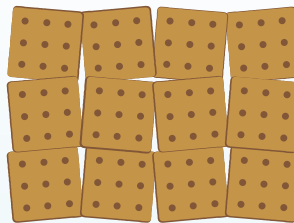
Using Ounce Equivalents for Grains in the Child and Adult Care Food Program

Grains are an important part of meals in the Child and Adult Care Food Program (CACFP). To make sure children and adults get enough grains at CACFP meals and snacks, required amounts for the grains component are listed in the meal pattern as ounce equivalents (oz. eq.). Ounce equivalents tell you the amount of grain in a portion of food.

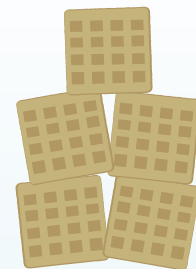
How Much Is 1 Ounce Equivalent?



20 cheese crackers
(1" by 1") = 1 oz. eq.



12 thin wheat crackers
(1 ¼" by 1 ¼") = 1 oz. eq.



5 woven whole-wheat crackers
(1 ½" by 1 ½") = 1 oz. eq.

Using the Grains Measuring Chart


The Grains Measuring Chart on pages 2-4 tells you how much of a grain item you need to serve to meet CACFP meal pattern requirements. To use this chart:

- Find the grain you want to serve under the "Grain Item and Size" column.
- Check if the chart lists a size or weight by the name of the grain. If the chart:
- Find the column for the age of your participants and the meal or snack you are serving. This column lists the amount of a grain you will need to serve to meet the meal pattern requirement for grains.

Lists a weight for the grain, such as *at least 56 grams*, then use the Nutrition Facts label for the item you want to serve to make sure it weighs the same, or more than, the grain on the chart. See page 5.

Does not list a weight or size for the grain, then you do not need to check the size or weight of the product before using the chart.

Lists a size for the grain, such as *about 1 ¼" by 1 ½"*, then check if the item is the same size, or larger than, this amount. See page 6.

 Grain Item and Size		1- through 5-year-olds at Breakfast, Lunch, Supper, Snack
Serve at Least ½ oz. eq., which equals about...		
Pita Bread/Round (whole grain-rich or enriched) at least 56 grams*		¼ pita or 14 grams
Popcorn		1 ½ cups or 14 grams
Pretzel, Hard, Mini-Twist (about 1 ¼" by 1 ½")**		7 twists or 11 grams

Grains Measuring Chart for the Child and Adult Care Food Program

 Grain Item and Size	Age Group and Meal		
	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack Serve at Least ½ oz. eq., which equals about...	6- through 18-year-olds at Breakfast, Lunch, Supper, Snack Adults at Snack only Serve at Least 1 oz. eq., which equals about...	Adults at Breakfast, Lunch, Supper Serve at Least 2 oz. eq., which equals about...
Bagel (entire bagel) at least 56 grams*	¼ bagel or 14 grams	½ bagel or 28 grams	1 bagel or 56 grams
Bagel, Mini (entire bagel) at least 28 grams*	½ bagel or 14 grams	1 bagel or 28 grams	2 bagels or 56 grams
Biscuit at least 28 grams*	½ biscuit or 14 grams	1 biscuit or 28 grams	2 biscuits or 56 grams
Bread (whole grain-rich or enriched) at least 28 grams*	½ slice or 14 grams	1 slice or 28 grams	2 slices or 56 grams
Bun or Roll (entire bun or roll) at least 28 grams*	½ bun/roll or 14 grams	1 bun/roll or 28 grams	2 buns/rolls or 56 grams
Cereal Grains (barley, bulgur, quinoa, etc.)	¼ cup cooked or 14 grams dry	½ cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
Cereal, Ready-to-Eat: Flakes or Rounds	½ cup or 14 grams	1 cup or 28 grams	2 cups or 56 grams
Cereal, Ready-to-Eat: Granola	⅔ cup or 14 grams	¼ cup or 28 grams	½ cup or 56 grams
Cereal, Ready-to-Eat: Puffed	¾ cup or 14 grams	1 ¼ cup or 28 grams	2 ½ cups or 56 grams
Corn Muffin at least 34 grams*	½ muffin or 17 grams	1 muffin or 34 grams	2 muffins or 68 grams
Cracker, Animal (about 1 ½" by 1")**	8 crackers or 14 grams	15 crackers or 28 grams	30 crackers (~1 cup) or 56 grams
Cracker, Bear-Shaped, Sweet (about 1" by ½")**	12 crackers (~¼ cup) or 14 grams	24 crackers (~½ cup) or 28 grams	48 crackers (~1 cup) or 56 grams
Cracker, Cheese, Square, Savory (about 1" by 1")**	10 crackers or 11 grams	20 crackers (~⅓ cup) or 22 grams	40 crackers (~⅔ cup) or 44 grams
Cracker, Fish-Shaped or Similar, Savory (about ¾" by ½")**	21 crackers (~¼ cup) or 11 grams	41 crackers (~½ cup) or 22 grams	81 crackers (~1 cup) or 44 grams



*Check that the item you want to serve weighs this amount, or more. See "Using the Nutrition Facts Label" on page 5 for more information.

**Check that the item you want to serve is about this size or larger. See "Grains Measuring Tools" on page 6 for more information.

Grains Measuring Chart for the Child and Adult Care Food Program

 Grain Item and Size	Age Group and Meal		
	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack	6- through 18-year-olds at Breakfast, Lunch, Supper, Snack Adults at Snack only	Adults at Breakfast, Lunch, Supper
	Serve at Least ½ oz. eq., which equals about...	Serve at Least 1 oz. eq., which equals about...	Serve at Least 2 oz. eq., which equals about...
Cracker, Graham (about 5" by 2 ½")**	1 cracker or 14 grams	2 crackers or 28 grams	4 crackers or 56 grams
Cracker, Round, Savory (about 1 ¾" across)**	4 crackers or 11 grams	7 crackers or 22 grams	14 crackers or 44 grams
Cracker, Saltine (about 2" by 2")**	4 crackers or 11 grams	8 crackers or 22 grams	16 crackers or 44 grams
Cracker, Thin Wheat, Square, Savory (about 1 ¼" by 1 ¼")**	6 crackers or 11 grams	12 crackers or 22 grams	23 crackers or 44 grams
Cracker, Woven Whole-Wheat, Square, Savory (about 1 ½" by 1 ½")**	3 crackers or 11 grams	5 crackers or 22 grams	10 crackers or 44 grams
Croissant at least 34 grams*	½ croissant or 17 grams	1 croissant or 34 grams	2 croissants or 68 grams
English Muffin (top and bottom) at least 56 grams*	¼ muffin or 14 grams	½ muffin or 28 grams	1 muffin or 56 grams
French Toast Stick at least 18 grams*	2 sticks or 35 grams	4 sticks or 69 grams	8 sticks or 138 grams
Grits	¼ cup cooked or 14 grams dry	½ cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
Melba Toast (about 3 ½" by 1 ½")**	2 pieces or 11 grams	5 pieces or 22 grams	8 pieces or 44 grams
Muffin and Quick Bread (banana, etc.) at least 55 grams*	½ muffin/slice or 28 grams	1 muffin/slice or 55 grams	2 muffins/slices or 110 grams
Oatmeal	¼ cup cooked or 14 grams dry	½ cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
Pancake at least 34 grams*	½ pancake or 17 grams	1 pancake or 34 grams	2 pancakes or 68 grams



*Check that the item you want to serve weighs this amount, or more. See "Using the Nutrition Facts Label" on page 5 for more information.

**Check that the item you want to serve is about this size or larger. See "Grains Measuring Tools" on page 6 for more information.

Grains Measuring Chart for the Child and Adult Care Food Program

 Grain Item and Size	Age Group and Meal		
	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack	6- through 18-year-olds at Breakfast, Lunch, Supper, Snack Adults at Snack only	Adults at Breakfast, Lunch, Supper
	Serve at Least ½ oz. eq., which equals about...	Serve at Least 1 oz. eq., which equals about...	Serve at Least 2 oz. eq., which equals about...
Pasta (whole grain-rich or enriched, all shapes)	¼ cup cooked or 14 grams dry	½ cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
Pita Bread/Round (whole grain-rich or enriched) at least 56 grams*	¼ pita or 14 grams	½ pita or 28 grams	1 pita or 56 grams
Popcorn	1 ½ cups or 14 grams	3 cups or 28 grams	6 cups or 56 grams
Pretzel, Hard, Mini-Twist (about 1 ¼" by 1 ½")**	7 twists (~⅓ cup) or 11 grams	14 twists (~⅔ cup) or 22 grams	27 twists (~1 cup) or 44 grams
Pretzel, Hard, Thin Stick (about 2 ½" long)**	16 sticks or 11 grams	31 sticks or 22 grams	62 sticks or 44 grams
Pretzel, Soft at least 56 grams*	¼ pretzel or 14 grams	½ pretzel or 28 grams	1 pretzel or 56 grams
Rice (all types)	¼ cup cooked or 14 grams dry	½ cup cooked or 28 grams dry	1 cup cooked or 56 grams dry
Rice Cake at least 8 grams*	1 ½ cakes or 11 grams	3 cakes or 22 grams	5 ½ cakes or 44 grams
Rice Cake, Mini (about 1 ¾" across)**	7 cakes or 11 grams	13 cakes or 22 grams	25 cakes or 44 grams
Taco or Tostada Shell, Hard at least 14 grams*	1 shell or 14 grams	2 shells or 28 grams	4 shells or 56 grams
Tortilla, Soft, Corn (about 5 ½")**	¾ tortilla or 14 grams	1 ¼ tortillas or 28 grams	2 ½ tortillas or 56 grams
Tortilla, Soft, Flour (about 6")**	½ tortilla or 14 grams	1 tortilla or 28 grams	2 tortillas or 56 grams
Tortilla, Soft, Flour (about 8")**	¼ tortilla or 14 grams	½ tortilla or 28 grams	1 tortilla or 56 grams
Waffle at least 34 grams*	½ waffle or 17 grams	1 waffle or 34 grams	2 waffles or 68 grams



*Check that the item you want to serve weighs this amount, or more. See "Using the Nutrition Facts Label" on page 5 for more information.


**Check that the item you want to serve is about this size or larger. See "Grains Measuring Tools" on page 6 for more information.



Using the Nutrition Facts Label

Some items on the Grains Measuring Chart may have weights listed by the name of the item. Follow the steps below to see if your grain meets the minimum weight listed in the chart:

- 1 Find the grain item and its minimum weight in the Grains Measuring Chart.
For example, the minimum weight for a pancake is at least 34 grams.

 Grain Item and Size	Age Group and Meal		
	1- through 5-year-olds at Breakfast, Lunch, Supper, Snack	6- through 18-year-olds at Breakfast, Lunch, Supper, Snack	Adults at Breakfast, Lunch, Supper
	Adults at Snack only	Adults at Snack only	Adults at Snack only
	Adults at Snack only	Adults at Snack only	Adults at Snack only
Pancake at least 34 grams*	Serve at Least ½ oz. eq., which equals about... ½ pancake or 17 grams	Serve at Least 1 oz. eq., which equals about... 1 pancake or 34 grams	Serve at Least 2 oz. eq., which equals about... 2 pancakes or 68 grams

- 2 Look at the Nutrition Facts label of the grain you wish to serve. Find the weight of the serving size (usually provided as grams (g)). One serving of Brand P pancakes weighs 117 grams.

- 3 Using the Nutrition Facts label, find how many items are in one serving. There are three pancakes in one serving of Brand P pancakes.

- 4 If there is more than one of an item in a serving, you will need to divide to find the weight of each item. For example, the serving size of Brand P pancakes is three pancakes.

Divide the serving weight by the number of items in one serving to find the weight of each item.

Brand P Pancakes

Nutrition Facts	
4 servings per container	
Serving size 3 Pancakes	(117g)
Amount per serving	
Calories	280
	% Daily Value*
Total Fat 9g	12 %
Saturated Fat 1.5g	8 %
Trans Fat 0g	

$$\begin{array}{rcl} 117 \text{ grams} & \div & 3 \text{ pancakes} = 39 \text{ grams per pancake} \\ \text{Serving Weight} & & \text{Serving Size} \end{array}$$

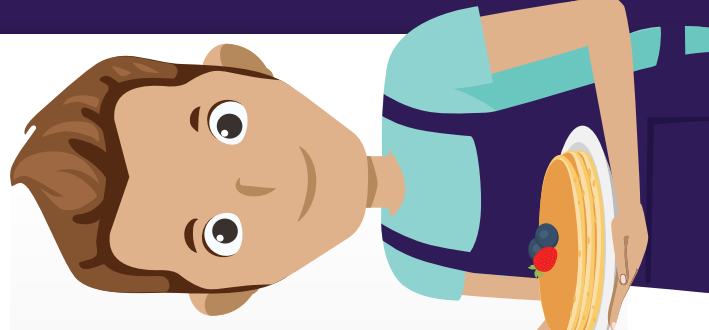
Compare the weight of one item to the minimum weight listed in the Grains Measuring Chart (from Step 1). Is your item the same weight as, or heavier than, the minimum weight?



Yes: Use the Grains Measuring Chart to see how much of your grain to serve to meet CACFP meal pattern requirements. In the example above, pancakes must weigh at least 34 grams in order to use the Grains Measuring Chart. Because each Brand P pancake weighs 39 grams, you may use the chart as a guide to the minimum serving amount.



No: Use another method to determine how much of a grain item to serve. See “What If My Grain Is Different?” on page 6 for more information.



Are There Other Menu Planning Considerations?

If you serve an item that is larger, or weighs more, than what's listed on the Grains Measuring Chart, then you might serve more grains than required by the CACFP meal pattern. The Grains Measuring Chart can help make serving enough grains easier. However, the tools described under “What If My Grain Is Different?” can also help you determine how much of an item to serve to meet the meal pattern without serving more than what is needed.

What If My Grain Is Different?

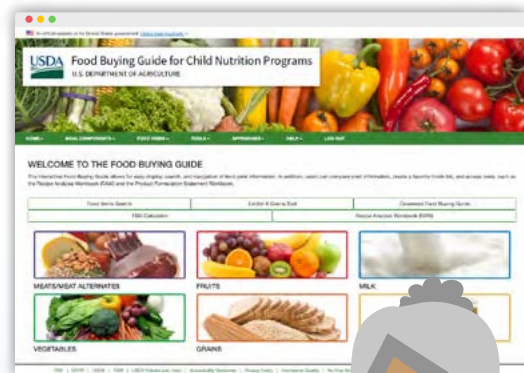
Is the grain item you want to serve:

- Smaller than the item listed on the Grains Measuring Chart?
- Lighter in weight than the item listed on the Grains Measuring Chart?
- Not listed on the Grains Measuring Chart?

If so, you will need to use another way to tell how much to serve in order to meet CACFP meal pattern requirements. You could:

- Enter information from the Nutrition Facts label into the *Food Buying Guide for Child Nutrition Program's (FBG) Exhibit A Grains Tool*.^{*} This tool will let you know how many ounce equivalents of grains are in one serving of the item.
- Use the *FBG Recipe Analysis Workbook (RAW)*^{*} to determine the ounce equivalents per serving for standardized recipes.

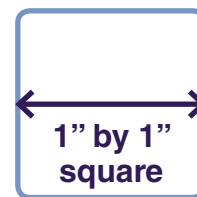
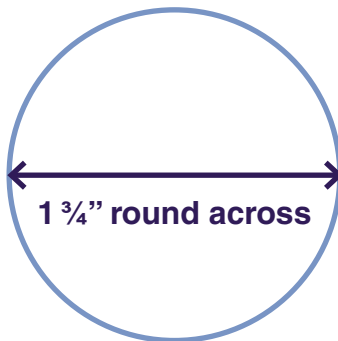
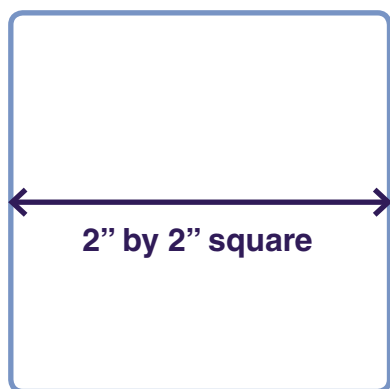
^{*}Available at <https://foodbuyingguide.fns.usda.gov>.



Grains Measuring Tools

Compare your food to the guides below to see if it is the same size or larger than the item listed on the Grains Measuring Chart.

Guides appear as actual size when this worksheet is printed at 100% on standard 8 1/2" by 11" paper.



Missouri Department of Health & Senior Services

Child & Adult Care Food Program

Breakfast Food Chart for Ages 1-18

Food Components & Food Items ¹	Ages			
	1-2	3-5	6-12	13-18 ² (At-Risk Afterschool Programs and Emergency Shelters)
Fluid Milk³				
Unflavored low-fat (1%) or Unflavored/flavored fat-free (skim)	½ cup (4 oz.)	¾ cup (6 oz.)	1 cup (8 oz.)	1 cup (8 oz.)
Vegetables/Fruits				
Vegetables, fruits or portions of both ⁴	¼ cup	½ cup	½ cup	½ cup
Grains^{5, 6}				
Whole grain-rich or enriched bread; or	½ oz. eq. (14 gm.)	½ oz. eq. (14 gm.)	1 oz. eq. (28 gm.)	1 oz. eq. (28 gm.)
Whole grain-rich or enriched bread product, such as biscuit, roll, muffin; or	½ oz. eq.	½ oz. eq.	1 oz. eq.	1 oz. eq.
Whole grain-rich, enriched or fortified cooked breakfast cereal ⁷ , cereal grain, pasta; or	½ oz. eq. (¼ cup-cooked, 14 gm.-dry)	½ oz. eq. (¼ cup-cooked, 14 gm.-dry)	1 oz. eq. (½ cup-cooked, 28 gm.-dry)	1 oz. eq. (½ cup-cooked, 28 gm.-dry)
Whole grain-rich, enriched or fortified ready-to-eat cereal ⁷				
Flakes or Rounds	½ oz. eq. (½ cup, 14 gm.)		1 oz. eq. (1 cup, 28 gm.)	
Granola	½ oz. eq. (⅛ cup, 14 gm.)		1 oz. eq. (¼ cup, 28 gm.)	
Puffed Cereal	½ oz. eq. (¾ cup, 14 gm.)		1 oz. eq. (1¼ cup, 28 gm.)	
USDA Using Ounce Equivalents for Grains in the CACFP worksheet				

¹ Must serve all three components for a reimbursable meal.

² Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs for At-Risk Afterschool Programs and Emergency Shelters.

³ Must be unflavored whole milk for children age one. Must be unflavored fat-free (skim) or unflavored low-fat (1%) milk for children two through five years old. Must be unflavored fat-free (skim), unflavored low-fat (1%), or flavored fat-free (skim) milk for children six years old and older.

⁴ Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

⁵ At least one serving per day, across all eating occasions, must be whole grain rich. Grain based desserts do not count towards meeting the grain component with the exception of sweet crackers (e.g., graham crackers of any shape and animal crackers).

⁶ Meat and meat alternates may be used to meet the entire grains requirement a maximum of three times a week. One ounce of meat and meat alternates is equal to one ounce equivalent of grains.

⁷ Breakfast cereals must contain no more than 6 grams of sugar per dry ounce.

Missouri Department of Health & Senior Services

Child & Adult Care Food Program

Lunch & Supper Food Chart for Ages 1-18

Food Components & Food Items ¹	Ages			
	1-2	3-5	6-12	13-18 ² (At-Risk Afterschool Programs and Emergency Shelters)
Fluid Milk³				
Unflavored low-fat (1%) or Unflavored/flavored fat-free (skim)	½ cup (4 oz.)	¾ cup (6 oz.)	1 cup (8 oz.)	1 cup (8 oz.)
Meat/Meat Alternate				
Lean meat, poultry, fish; or	1 oz.	1½ oz.	2 oz.	2 oz.
Cheese; or	1 oz.	1½ oz.	2 oz.	2 oz.
Large egg; or	½ egg	¾ egg	1 egg	1 egg
Tofu, soy products, alternate protein product ⁴ ; or	1 oz.	1½ oz.	2 oz.	2 oz.
Cooked dry beans, peas; or	¼ cup	⅜ cup	½ cup	½ cup
Yogurt, plain or unflavored unsweetened or sweetened ⁵ or :	½ cup (4 oz.)	¾ cup (6 oz.)	1 cup (8 oz.)	1 cup (8 oz.)
Peanut butter, soy nut butter, other nut or seed butter; or	2 tbsp.	3 tbsp.	4 tbsp.	4 tbsp.
Peanuts, soy nuts, tree nuts, seeds ⁹	½ oz. = 50%	¾ oz. = 50%	1 oz. = 50%	1 oz. = 50%
Vegetable⁶				
Vegetable	⅛ cup	¼ cup	½ cup	½ cup
Fruit^{6, 7}				
Fruit	⅛ cup	¼ cup	¼ cup	¼ cup
Grains⁸				
Whole grain-rich or enriched bread; or	½ oz. eq. (14 gm.)	½ oz. eq. (14 gm.)	1 oz. eq. (28 gm.)	1 oz. eq. (28 gm.)
Whole grain-rich or enriched bread product, such as biscuit, roll, muffin; or	½ oz. eq.	½ oz. eq.	1 oz. eq.	1 oz. eq.
Whole grain-rich, enriched or fortified cooked breakfast cereal ⁹ , cereal grain, or pasta	½ oz. eq. (¼ cup-cooked, 14 gm.-dry)	½ oz. eq. (¼ cup-cooked, 14 gm.-dry)	1 oz. eq. (½ cup-cooked, 28 gm.-dry)	1 oz. eq. (½ cup-cooked, 28 gm.-dry)
*** USDA Using Ounce Equivalents for Grains in the CACFP worksheet ***				

- ¹ Must serve all five components for a reimbursable meal.
- ² Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs for At-Risk Afterschool Programs and Emergency Shelters.
- ³ Must be unflavored whole milk for children age one. Must be unflavored fat-free (skim) or unflavored low-fat (1%) milk for children two through five years old. Must be unflavored fat-free (skim), unflavored low-fat (1%), or flavored fat-free (skim) milk for children six years old and older.
- ⁴ Alternate protein products must meet the requirements in Appendix A to Part 226.
- ⁵ Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
- ⁶ Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
- ⁷ A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.
- ⁸ At least one serving per day, across all eating occasions, must be whole grain-rich. Grain based desserts do not count towards meeting the grain component with the exception of sweet crackers (e.g., graham crackers of any shape and animal crackers).
- ⁹ Breakfast cereals must contain no more than 6 grams of sugar per dry ounce.
- ¹⁰ Nuts and seeds may be used to meet no more than 50% of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch/supper requirement.

Missouri Department of Health & Senior Services

Child & Adult Care Food Program

Snack Food Chart for Ages 1-18

Food Components & Food Items ¹		Ages			
		1-2	3-5	6-12	13-18 ² (At-Risk Afterschool Programs and Emergency Shelters)
Fluid Milk³					
Unflavored low-fat (1%) or Unflavored/flavored fat-free (skim)		½ cup (4 oz.)	½ cup (4 oz.)	1 cup (8 oz.)	1 cup (8 oz.)
Meat/Meat Alternate					
Lean meat, poultry, fish; or		½ oz.	½ oz.	1 oz.	1 oz.
Cheese; or		½ oz.	½ oz.	1 oz.	1 oz.
Large egg; or		½ egg	½ egg	½ egg	½ egg
Tofu, soy products, alternate protein product ⁴ ; or		½ oz.	½ oz.	1 oz.	1 oz.
Cooked dry beans, peas; or		⅛ cup	⅛ cup	¼ cup	¼ cup
Yogurt, plain or unflavored unsweetened or sweetened ⁵ or		¼ cup (2 oz.)	¼ cup (2 oz.)	½ cup (4 oz.)	½ cup (4 oz.)
Peanut butter, soy nut butter, other nut or seed butter; or		1 tbsp.	1 tbsp.	2 tbsp.	2 tbsp.
Peanuts, soy nuts, tree nuts, seeds		½ ounce	½ ounce	1 ounce	1 ounce
Vegetable⁶					
Vegetable		½ cup	½ cup	¾ cup	¾ cup
Fruit⁶					
Fruit		½ cup	½ cup	¾ cup	¾ cup
Grains⁷					
Whole grain-rich or enriched bread; or		½ oz. eq. (14 gm.)	½ oz. eq. (14 gm.)	1 oz. eq. (28 gm.)	1 oz. eq. (28 gm.)
Whole grain-rich or enriched bread product, such as biscuit, roll, muffin; or		½ oz. eq.	½ oz. eq.	1 oz. eq.	1 oz. eq.
Whole grain-rich, enriched or fortified cooked breakfast cereal ⁸ , cereal grain, pasta; or		½ oz. eq. (¼ cup-cooked, 14 gm.-dry)	½ oz. eq. (¼ cup-cooked, 14 gm.-dry)	1 oz. eq. (½ cup-cooked, 28 gm.-dry)	1 oz. eq. (½ cup-cooked, 28 gm.-dry)
Whole grain-rich, enriched or fortified ready-to-eat cereal ⁸	Flakes or Rounds Granola Puffed Cereal	½ oz. eq. (½ cup, 14 gm.) ½ oz. eq. (⅓ cup, 14 gm.) ½ oz. eq. (¾ cup, 14 gm.)		1 oz. eq. (1 cup, 28 gm.) 1 oz. eq. (¼ cup, 28 gm.) 1 oz. eq. (1¼ cup, 28 gm.)	
*** USDA Using Ounce Equivalents for Grains in the CACFP worksheet ***					

- ¹ Select two of the five components for a reimbursable snack. Only one of the two components may be a beverage.
- ² Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs for At-Risk Afterschool Programs and Emergency Shelters.
- ³ Must be unflavored whole milk for children age one. Must be unflavored fat-free (skim) or unflavored low-fat (1%) milk for children two through five years old. Must be unflavored fat-free (skim), unflavored low-fat (1%), or flavored fat-free (skim) milk for children six years old and older.
- ⁴ Alternate protein products must meet the requirements in Appendix A to Part 226.
- ⁵ Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
- ⁶ Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
- ⁷ At least one serving per day, across all eating occasions, must be whole grain-rich. Grain based desserts do not count towards meeting the grain component with the exception of sweet crackers (e.g., graham crackers of any shape and animal crackers).
- ⁸ Breakfast cereals must contain no more than 6 grams of sugar per dry ounce.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
3 MEAL MENU TEMPLATE (5 DAY)

NAME OF CENTER/FACILITY					
YEAR		WEEK OF			
BREAKFAST	DATE / /	DATE / /	DATE / /	DATE / /	DATE / /
Milk					
Vegetable, fruit, or portions of both					
Grain Indicate "WG" next to Whole Grain menu items or Meat/Meat alternate (no more than 3 times per week at breakfast only)					
Other Foods					
LUNCH					
Milk					
Meat/Meat Alternates Meat, poultry, or fish or tofu, soy product, or alternate protein products					
Vegetable					
Fruit					
Grain					
Other Foods					
SNACK AM or PM (Circle) Serve 2 of 5 components					
Milk					
Meat/Meat Alternates					
Vegetable					
Fruit					
Grain					
Other Foods					

Note: Minimum serving sizes per age group and meal requirements as listed on the Food Charts must be followed for a creditable **CACFP** meal.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
5 MEAL MENU TEMPLATE (5 DAY)

NAME OF CENTER/FACILITY					
YEAR		WEEK OF			
BREAKFAST	DATE / /	DATE / /	DATE / /	DATE / /	DATE / /
Milk					
Vegetable, fruit, or portions of both					
Grain Indicate "WG" next to Whole Grain menu items or Meat/Meat alternate (no more than 3 times per week at breakfast only)					
Other Foods					
SNACK AM Serve 2 of 5					
Milk					
Meat/Meat Alternates					
Vegetable					
Fruit					
Grain					
Other Foods					
LUNCH					
Milk ¹					
Meat/Meat Alternates Meat, poultry, or fish or tofu, soy product, or alternate protein products					
Vegetable					
Fruit					
Grain					
Other Foods					

Note: Minimum serving sizes per age group and meal requirements as listed on the Food Charts must be followed for a creditable **CACFP** meal.

SNACK PM Serve 2 of 5					
Milk					
Meat/Meat Alternates					
Vegetable					
Fruit					
Grain					
Other Foods					
SUPPER					
Milk					
Meat/Meat Alternates Meat, poultry, or fish or tofu, soy product, or alternate protein products					
Vegetable					
Fruit					
Grain					
Other Foods					

Note: Minimum serving sizes per age group and meal requirements as listed on the Food Charts must be followed for a creditable **CACFP** meal.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
3 MEAL MENU TEMPLATE (5 DAY)

NAME OF CENTER/FACILITY Love-N-Stuff			GOOD EXAMPLE #1		
YEAR 20XX WEEK OF June 1 to June 5					
BREAKFAST	DATE 6/1/20XX	DATE 6/2/20XX	DATE 6/3/20XX	DATE 6/4/20XX	DATE 6/5/20XX
Milk	skim milk	skim milk	skim milk	skim milk	skim milk
Vegetable, fruit, or portions of both	applesauce	sliced peaches	orange sections	grape juice	diced pears
Grain Indicate “WG” next to Whole Grain menu items or Meat/Meat alternate (no more than 3 times per week at breakfast only)	WG waffle	oatmeal	WG bagel	Cheerios	biscuit
Other Foods		raisins	cream cheese	whole wheat toast	egg
LUNCH	vegetable beef soup USDA recipe		baked chicken USDA recipe		
Milk	skim milk	skim milk	skim milk	skim milk	skim milk
Meat/Meat Alternates Meat, poultry, or fish or tofu, soy product, or alternate protein products	lean ground beef	beef hot dog (CN)	chicken breast	deli turkey & swiss cheese	fish patty (CN)
Vegetable	broccoli	tater tots	green beans	baby carrots	mixed vegetables
Fruit	pineapple chunks	watermelon cubes	peaches	banana	fruit salad
Grain	cornbread	WG hot dog bun	WG roll	WG bread	WG hamburger bun
Other Foods		mustard, ketchup	ketchup	mustard, mayo	tartar sauce
SNACK AM or PM (Circle) Serve 2 of 5 components	cheese quesdilla				
Milk		skim milk			skim milk
Meat/Meat Alternates	colby cheese	peanut butter		mozzarella cheese stick	
Vegetable			carrot sticks		
Fruit			apple slices	pineapple	banana
Grain	WG floor tortilla	WG bread			
Other Foods	mild salsa	jelly			



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
3 MEAL MENU TEMPLATE (5 DAY)

NAME OF CENTER/FACILITY Love-N-Stuff			GOOD EXAMPLE #2		
YEAR 20XX WEEK OF June 8 to June 12					
BREAKFAST	DATE 6/8/20XX	DATE 6/9/20XX	DATE 6/10/20XX	DATE 6/11/20XX	DATE 6/12/20XX
Milk	skim milk	skim milk	skim milk	skim milk	skim milk
Vegetable, fruit, or portions of both	orange juice	sliced peaches	pineapple juice	red grapes	cinnamon applesauce
Grain Indicate "WG" next to Whole Grain menu items or Meat/Meat alternate ⁵ (no more than 3 times per week at breakfast only)	WG pancakes	WG toast	cream of wheat	WG english muffin	raisin brand cereal
Other Foods	butter, syrup	boiled egg	cinnamon	peanut butter	
LUNCH	spaghetti with meat sauce	cheese pizza (HM)		macaroni & cheese (HM)	
Milk	skim milk	skim milk	skim milk	skim milk	skim milk
Meat/Meat Alternates Meat, poultry, or fish or tofu, soy product, or alternate protein products	ground beef	cheese	roast beef	cheese	corn dog (CN)
Vegetable	peas	tossed salad	mashed potatoes	broccoli	baked fries
Fruit	pineapple tidbits	watermelon cubes	peaches	apricots	fruit salad
Grain	whole wheat spaghetti	WG pizza crust	WG roll	macaroni	corndog breading (CN)
Other Foods	garlic bread, spaghetti sauce	salad dressing, pizza sauce	beef gravy	mustard, mayo	ketchup, mustard
SNACK AM or PM (Circle) Serve 2 of 5 components					
Milk			skim milk	skim milk	
Meat/Meat Alternates	mozzarella cheese stick	vanilla yogurt			
Vegetable			carrot sticks		
Fruit	cantaloupe cubes	strawberries			apple juice
Grain				WG bagel	WG breadstick
Other Foods				strawberry cream cheese	pizza sauce



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
3 MEAL MENU TEMPLATE (5 DAY)

NAME OF CENTER/FACILITY Bad Apple Day Care			EXERCISE #4 FIND THE ERRORS		
YEAR 20XX WEEK OF June 8 to June 12					
BREAKFAST	DATE 6/8/20XX	DATE 6/9/20XX	DATE 6/10/20XX	DATE 6/11/20XX	DATE 6/12/20XX
Milk	2% milk		1% milk	1% milk	1% milk
Vegetable, fruit, or portions of both		pears	100% orange juice		sliced bananas
Grain Indicate "WG" next to Whole Grain menu items or Meat/Meat alternate (no more than 3 times per week at breakfast only)	toast		WG oatmeal	WG Cheerios	sugar puffed wheat cereal*
Other Foods	scrambled eggs	ham slice			
LUNCH					
Milk	1% milk	1% milk	1% milk	1% milk	1% milk
Meat/Meat Alternates Meat, poultry, or fish or tofu, soy product, or alternate protein products	hot dog (CN)	cheese pizza (HM)	chicken nuggets (CN)	hamburger	peanut butter
Vegetable	pineapple		mashed potatoes	baked beans	baby carrots
Fruit	oranges	banana	diced pears	sweet potato fries	pineapple chunks
Grain	bun	pizza crust (HM)	breadding (CN)		sandwich bread
Other Foods					jelly
SNACK AM or PM (Circle) Serve 2 of 5 components					
Milk					whole chocolate milk
Meat/Meat Alternates		cheese stick	strawberry yogurt**		
Vegetable	carrot sticks				
Fruit	apples			strawberries	
Grain		pretzels	vanilla wafer	biscuit	blueberry muffin
Other Foods					

*Cereal Ingredients: Sugar, wheat, dextrose, honey, contains 2% or less of vegetable oil (hydrogenated or partially hydrogenated soybean), salt, caramel color, soy lecithin, BHT for freshness. 15 grams of sugar in 28 grams of cereal

**18 grams of sugar in 6 ounces of yogurt

Infant Feeding

Child and Adult Care Food Program (CACFP) regulation requires that centers participating in CACFP must offer program meals to all eligible children, birth through 11 months, enrolled in care. However, the infant's parent/guardian may decline the offered formula and supply expressed breastmilk or a creditable formula for the infant to consume. The parent may also breastfeed on site.

Infant Feeding Requirements

- At least one brand of iron-fortified infant formula must be on hand at the center. This is considered the "house" formula and must be offered as a choice. The "house" formula should be one that is used by the majority of infants in care. (Not required for Head Start programs.)
- Every infant must have an individual *Infant and Toddler Feeding and Care Plan* form (BCC-12; Mo 580-1918), to document the breastmilk or formula and solid food feeding preferences as the infant progresses through the two infant age groups. All infants in care must have this form on file, signed and dated by parent or guardian and updated as needed. The BCC-12 form replaces the Infant Feeding Preference form.
- Complete a daily individual Infant Meal Record and serve each infant food per the Food Chart for Infants according to age group: birth to 5 months and 6 through 11 months. File Infant Meal Records with other monthly records.
- Serve infant meals that meet the minimum requirements by age group listed on the Food Chart for Infants.
- Infants must be recorded on the daily attendance records, daily meal count records and be claimed for reimbursement the same as for older children: 2 meals and 1 snack or 2 snacks and 1 meal per infant per day.
- Since infants eat on demand when hungry, record each meal if it contains all the required meal components. The meal components do not have to be served as a unit. Foods served at different times may be grouped together to form a reimbursable meal.

Infant Feeding Recommendations

- Meals consisting of breastmilk provided by the mother can be claimed for reimbursement when all other meal components are purchased by the center.
- Introduce solid foods of appropriate texture and consistency when each infant is developmentally ready. The parent or guardian should update the *Infant and Toddler Feeding and Care Plan* as their infant becomes developmentally ready for solid foods.



Creditable Infant Formulas

Child and Adult Care Food Program (CACFP) regulations require that to be eligible for reimbursement, infant formula served must be iron-fortified [7 CFR 226.20(b)(2)]. The Food and Drug Administration (FDA) defines iron-fortified infant formula as a product “which contains 1 milligram or more of iron in a quantity of product that supplies 100 kilocalories when prepared in accordance with label directions for infant consumption” [21 CFR 107.10(b)(4)(i)]. The number of milligrams (mg) of iron per 100 kilocalories (calories) of formula can be found on the nutrition facts label of infant formulas.

Formulas classified as Exempt Infant Formulas by FDA may be served as a part of a reimbursable meal if the substitution is supported with a medical statement signed by a licensed physician or a state recognized medical authority. The statement must be submitted and kept on file by the center. For more information see policy memo CACFP 14-2017, SFSP 10-2017. Information on FDA Exempt Infant Formula is available at:

<https://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/InfantFormula/ucm106456.htm>

Food and Nutrition Services (FNS) no longer maintains a list of *Iron-Fortified Infant Formulas That Do Not Require a Medical Statement* due to the continuous development of new or re-formulated infant formula products which makes keeping an accurate, all-inclusive list impractical. The following criteria may be used to determine whether or not a formula is eligible for reimbursement without a medical statement:

- Ensure the formula is not a FDA Exempt Infant Formula. An exempt infant formula is labeled for use by infants who have inborn errors of metabolism or low birth weight, or who otherwise have unusual medical or dietary problems defined in 21 CFR 107.3;
- Look for “Infant Formula with Iron” or a similar statement on the front of the formula package. All iron-fortified infant formulas must have this type of statement on the package; and
- The FDA defines iron-fortified infant formula as a product “which contains 1 milligram or more of iron in a quantity of product that supplies 100 kilocalories when prepared in accordance with label directions for infant consumption” (21 CFR 107.10(b)(4)(i)). The number of milligrams (mg) of iron per 100 kilocalories (calories) of formula can be found on the Nutrition Facts Label of infant formulas.

Additionally, to be creditable for reimbursement, infant formula must meet the definition of an infant formula in section 201(z) of the Federal Food, Drug, and Cosmetic Act and meet the requirements for an infant formula under section 412 of the Federal Food, Drug, and Cosmetic Act and the regulations at 21 CFR parts 106 and 107.3.



Missouri Department of Health and Senior Services
Section for Child Care Regulation and Child and Adult Care Food Program
INFANT AND TODDLER FEEDING AND CARE PLAN

THIS SECTION TO BE COMPLETED BY CHILD CARE FACILITY:

The formula provided by this child care facility is: _____.

(Check a box) ☐ Yes ☐ No This child care facility **is participating** in the Child and Adult Care Food Program (CACFP). In order to claim meals for reimbursement, the center must provide infant cereal and other foods when the child is developmentally ready for them.

Instructions to Parents – Please complete for child who is less than 24 months of age. Update information as needed. Use a new form or initial/date changes on this form.

CHILD'S NAME

DATE OF BIRTH

DATE ENROLLED

Feeding Information

Type of Food	Feeding Time	Kinds of Food	Amount of Food
Breast Milk			
Formula			
Infant Food			
Table Food			

Who is preparing (mixing) the formula? Check all that apply: ☐ Parent ☐ Caregiver

Does your child have any problems with feedings, such as choking or spitting up?

☐ Yes Explain: _____
☐ No

Does your child use a pacifier? ☐ Yes ☐ No

Note: Pacifiers, if used, cannot be hung around an infant's neck. Pacifier mechanisms or pacifiers that attach to infant clothing cannot be used with sleeping infants.

Infant Feeding Preference (under 12 months)

Mark your preference (check all that apply).

☐ I will provide breast milk for my infant.
☐ I will nurse my infant at the center at these times: _____

The facility's formula may be used to supplement feedings if necessary: ☐ Yes ☐ No

If breast milk is unavailable for a feeding, the facility should: _____

☐ I request that the formula provided by the child care facility be served to my infant.
☐ I will provide infant formula for my infant. Name of formula: _____
☐ I request that the child care facility provide solid foods for my infant as s/he is ready for them, and after I have discussed it with child care facility staff. **OR**
☐ I will provide solid foods for my infant.

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Toddler Feeding Preference (12 through 23 months)			
Check all that apply: <input type="checkbox"/> Spoon <input type="checkbox"/> Cup <input type="checkbox"/> Feeds Self <input type="checkbox"/> Feeding Table or Chair			
Type of Food	Feeding Time	Kinds of Food	Amount of Food
Breast Milk			
Milk			
Table Food			
Arrangements for Sleep – Licensing rules require that infants be placed on their back to sleep.			
Time(s) Child Usually Naps		Length of Nap	
Additional Instructions Related to Sleeping: Note: When, in the opinion of the infant's licensed health care provider, an infant requires alternative sleep positions or special sleeping arrangements that differ from those required by rule, the provider must have on file at the facility written instructions, signed by the infant's licensed health care provider, detailing the alternative sleep positions or special sleeping arrangements for such infant. The caregiver(s) must put the infant to sleep in accordance with such written instructions.			
<input type="checkbox"/> My child is 12 months or older, and I give my permission for my child to sleep on a cot.			
Signature of Parent/Legal Guardian		Date	
Diapering Instructions			
List any lotions and/or ointments, etc. that you have provided and give permission for caregivers to use on your child. _____			
For <input type="checkbox"/> Wet <input type="checkbox"/> Bowel Movement <input type="checkbox"/> Rash <input type="checkbox"/> Other			
<input type="checkbox"/> I do not want caregivers to use any lotions, powders, ointments or similar items on my child.			
I will furnish the following baby supplies for my child; clearly labeled with my child's name:			
Special Instructions for Care (e.g., restrictions, allergies, etc.):			
Signature of Parent/Legal Guardian		Date	

Missouri Department of Health & Senior Services

Child & Adult Care Food Program

Food Chart for Infants

	Food Components & Food Items	Birth through 5 months	6 through 11 months
Breakfast	Breastmilk ¹ or Iron-fortified formula ²	4-6 fluid oz.	6-8 fluid oz.
	Vegetable or Fruit or both ^{5, 6}		0-2 tablespoons
	Iron-fortified infant cereal ^{2, 7} , or Meat/Meat Alternate or both		0-1/2 oz. eq. of iron-fortified infant cereal ^{2, 7} , meat, fish, poultry, whole eggs, cooked dry beans or peas; or 0-2 oz. of cheese; or 0-4 oz. by volume of cottage cheese; or 0-4 oz. of yogurt ⁴ ; or a combination ⁵
Snack	Breastmilk ¹ or Iron-fortified formula ²	4-6 fluid oz.	2-4 fluid oz.
	Vegetable or Fruit or both ^{5, 6}		0-2 tablespoons
	Iron-fortified infant cereal ^{2, 7} , bread/bread-like item or Meat/Meat Alternate or both		0-1/2 oz. eq. of bread/bread items ⁷ ; or 0-1/4 oz. eq. of crackers ⁷ ; or 0-1/2 oz. eq. of iron-fortified infant cereal ^{2, 7} , or 0-1/4 oz. eq. ready-to-eat cereal ^{4, 7}
Lunch / Supper	Breastmilk ¹ or Iron-fortified formula ²	4-6 fluid oz.	6-8 fluid oz.
	Vegetable or Fruit or both ^{5, 6}		0-2 tablespoons
	Iron-fortified infant cereal ^{2, 7} , or Meat/Meat Alternate or both		0-1/2 oz. eq. of iron-fortified infant cereal ^{2, 7} , meat, fish, poultry, whole eggs, cooked dry beans, or peas; or 0-2 oz. of cheese; or 0-4 oz. by volume of cottage cheese; or 0-4 oz. of yogurt ⁴ ; or a combination ⁵

- ¹ Breastmilk or iron-fortified infant formula, or portions of both, must be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months. For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered, with additional breastmilk offered at a later time if the infant will consume more.
- ² Infant formula and dry infant cereal must be iron-fortified.
- ³ Breakfast cereals must contain no more than 6 grams of sugar per dry ounce. Ready-to-eat cereal may be served as part of a reimbursable snack.
- ⁴ Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
- ⁵ A serving of this component is required when the infant is developmentally ready to accept it.
- ⁶ Fruit and vegetable juices must not be served.
- ⁷ A serving of grains must be whole grain-rich, enriched meal, or enriched flour. Iron-fortified infant cereal is the only grain that may count toward a reimbursable breakfast, lunch, or supper. Ready-to-eat cereals, bread/bread-like items, and crackers may be served as part of a reimbursable snack.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
INDIVIDUAL INFANT MEAL RECORD BIRTH-5 MONTHS (5 DAY)

Infant's Name						Age in months		Date of Birth / /		
Center/Provider				Breastmilk <input type="checkbox"/> Yes <input type="checkbox"/> No		Formula Type		Claim Month/Year /		
Claim only approved meals. Meals claimed <input type="checkbox"/> Breakfast <input type="checkbox"/> Snack <input type="checkbox"/> Lunch <input type="checkbox"/> Supper										
Requirements	Date / /		Date / /		Date / /		Date / /		Date / /	
	Amount Eaten	Time	Amount Eaten	Time	Amount Eaten	Time	Amount Eaten	Time	Amount Eaten	Time
4-6 fluid ounces of breastmilk or iron fortified formula										
4-6 fluid ounces of breastmilk or iron fortified formula										
4-6 fluid ounces of breastmilk or iron fortified formula										
4-6 fluid ounces of breastmilk or iron fortified formula										
4-6 fluid ounces of breastmilk or iron fortified formula										
4-6 fluid ounces of breastmilk or iron fortified formula										
4-6 fluid ounces of breastmilk or iron fortified formula										
4-6 fluid ounces of breastmilk or iron fortified formula										

Note: Minimum serving sizes per age group and meal requirements as listed on the Food Charts must be followed for a creditable **CACFP** meal.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
INDIVIDUAL INFANT MEAL RECORD 6-11 MONTHS (5 DAY)

Infant's Name				Age in months	Date of Birth / /	
Center/Provider		Breastmilk <input type="checkbox"/> Yes <input type="checkbox"/> No		Formula Type	Claim Month/Year / /	
List specific foods consumed by this infant. Foods from child menu may be used if infant is developmentally ready.						
Meals claimed <input type="checkbox"/> Breakfast <input type="checkbox"/> Snack <input type="checkbox"/> Lunch <input type="checkbox"/> Supper						
Requirements						
Breakfast		Date / /	Date / /	Date / /	Date / /	Date / /
Iron-fortified formula or breastmilk; AND	6-8 fluid ounces					
Vegetable, fruit, or both; AND	0-2 tablespoons					
Iron-fortified infant cereal, meat, fish, poultry, whole eggs, cooked dry beans, or peas; or	0-1/2 oz. eq.					
cheese; or	0-2 ounces					
cottage cheese; or	0-4 ounces					
yogurt; or	0-4 ounces					
a combination						
Snack						
Iron-fortified formula or breastmilk; AND	2-4 fluid ounces					
Vegetable, fruit, or both; AND	0-2 tablespoons					
Iron-fortified infant cereal; or	0-1/2 oz. eq.					
Ready-to-eat cereal; or	0-1/4 oz. eq.					
Bread or bread-like items; or	0-1/2 oz. eq.					
Crackers	0-1/4 oz. eq.					
Lunch/Supper						
Iron-fortified formula or breastmilk; AND	6-8 fluid ounces					
Vegetable, fruit, or both; AND	0-2 tablespoons					
Iron-fortified infant cereal, meat, fish, poultry, whole eggs, cooked dry beans, or peas; or	0-1/2 oz. eq.					
cheese; or	0-2 ounces					
cottage cheese; or	0-4 ounces					
yogurt; or	0-4 ounces					
a combination						
Note: Minimum serving sizes per age group and meal requirements as listed on the Food Charts must be followed for a creditable CACFP meal.						



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
INDIVIDUAL INFANT MEAL RECORD 6-11 MONTHS (5 DAY)

Infant's Name Ima Toocute				Age in months 11 months	Date of Birth 7/11/XX	
Center/Provider Luv-N-Stuff Day Care		Breastmilk <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Formula Type Enfamil	Claim Month/Year 6/XX	
List specific foods consumed by this infant. Foods from child menu may be used if infant is developmentally ready.						
Meals claimed <input checked="" type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Snack <input checked="" type="checkbox"/> Lunch <input type="checkbox"/> Supper						
Requirements						
Breakfast		Date 6/6/XX	Date 6/7/XX	Date 6/8/XX	Date 6/9/XX	Date 6/10/XX
Iron fortified formula or breastmilk; AND	6-8 fluid ounces	breastmilk rice cereal chopped canned peaches	breastmilk oatmeal applesauce	breastmilk barley cereal chopped canned pears	breastmilk rice cereal chopped canned apricots	breastmilk oatmeal banana
Vegetable, fruit or both; AND	0-2 tablespoons					
Infant cereal, meat, fish, poultry, whole eggs, cooked dry beans or peas; or	0-4 tablespoons					
cheese; or	0-2 ounces					
cottage cheese; or	0-4 ounces					
yogurt; or	0-4 ounces					
a combination						
Snack						
Iron fortified formula or breastmilk; AND	2-4 fluid ounces	breastmilk applesauce crackers	breastmilk toast strips banana	breastmilk	breastmilk	breastmilk
Vegetable, fruit or both; AND	0-2 tablespoons					
Infant cereal or ready to eat cereal; or	0-4 tablespoons					
Slice of bread; or	0-1/2 slice					
Crackers	0-2					
Lunch/Supper						
Iron fortified formula or breastmilk; AND	6-8 fluid ounces	breastmilk chopped ham diced cooked sweet potato peas	breastmilk chopped chicken green beans mashed potatoes	breastmilk cottage cheese canned peaches	breastmilk chopped hamburger cooked carrots refried beans	breastmilk hard boiled egg green beans chopped canned pears
Vegetable, fruit or both; AND	0-2 tablespoons					
Infant cereal, meat, fish, poultry, whole eggs, cooked dry beans or peas; or	0-4 tablespoons					
cheese; or	0-2 ounces					
cottage cheese; or	0-4 ounces					
yogurt; or	0-4 ounces					
a combination						

Note: Minimum serving sizes per age group and meal requirements as listed on the Food Charts must be followed for a creditable **CACFP** meal.

Infant Feeding Q & A

The purpose of the Policy Memo CACFP 06-2017: Feeding Infants and Meal Pattern Requirements in the Child and Adult Food Program (CACFP) is to provide guidance on feeding infants and the infant meal pattern requirements in CACFP. Included below are excerpts from the Question & Answer portion of this memorandum.

What does it mean to feed an infant in a way that is “consistent with the infant’s eating habits?”

- Infants do not eat on a strict schedule.
- Watch infants for hunger cues and satiety cue, **not the clock**.

Are parents or guardians allowed to provide the majority of the meal components for infants in the updated infant meal patterns? What components can they provide?

- Parents or guardians may only supply **one component** of a reimbursable meal.
- A parent or guardian may choose to supply breastmilk (expressed/breastfed on-site) or a creditable infant formula, even when the infant is only consuming breastmilk or infant formula.
 - If the parent or guardian chooses to supply expressed breastmilk or a creditable infant formula, then the center **must** provide all the other required meal components in order for the meal to be reimbursable.
 - If parent or guardian chooses to provide a solid food component; the center **must** supply all the other required meal components, including iron-fortified infant formula.

When an infant receives both breastmilk and formula, is the meal eligible for reimbursement?

- Yes, meals may contain iron-fortified infant formula, breastmilk or a combination of both.

If a physician or state recognized medical authority prescribes whole cow’s milk as a substitute for breastmilk or infant formula for an infant younger than 12 months of age, is the meal reimbursable?

- Yes, if the substitution is supported by a medical statement signed by a state recognized medical authority.

If a mother breastfeeds her 13 month old, or older, child at the center is the meal reimbursable?

- Yes, breastmilk is an allowable substitute for fluid milk for children of any age.

If a mother breastfeeds her 13 month old, or older, child at the center prior to or after a meal service, which meal is it counted towards?

- Count it towards the meal that was closest to when the mother breastfed the child.

Must a parent submit a written request to substitute breastmilk for fluid milk for children 1 year of age or older? Does it matter if the substituted breastmilk is expressed or breastfed?

- No, a written request is not required. This is true no matter the delivery method.

Are meals served to children 12 months and older reimbursable if they contain infant formula?

- Yes, for a period of one month, 12 to 13 months of age, to facilitate the weaning from infant formula to cow's milk.
- Meals containing infant formula served to children 13 months and older are reimbursable when supported by a medical statement signed by state recognized medical authority.

If a parent supplies an infant formula that is not iron-fortified ("low-iron"), would service of this product require a medical statement to be creditable towards a reimbursable infant meal?

- Infant formulas that are not iron-fortified are generally **not** reimbursable in the CACFP.
- Infant formulas that are not iron-fortified may be creditable towards a reimbursable meal if the substitution is supported by a medical statement.

Can solid foods be served to infants younger than 6 months of age?

- Yes. Meals containing solid foods are reimbursable when the infant is developmentally ready to accept them.
- A written note from a parent or guardian stating his or her infant should be served solid foods is recommended.

If an infant is just starting to be introduced to solid foods, such as infant cereal, does the center have to serve that solid food at every meal where that component is required?

- Solid foods are introduced gradually, which means that it may be appropriate to serve the solid food only once per day.
- The infant does not need to be offered a solid food component that is part of every meal pattern until the infant has established tolerance for that solid food component.

If parents and the child care provider are in agreement that a five month old infant is developmentally ready to start eating some solid foods, such as applesauce, may the child care provider still claim reimbursement for those meals with solid foods?

- Yes. If an infant is developmentally ready to accept solid foods prior to 6 months of age, the center may serve the solid foods and claim reimbursement for those meals.
- Centers should talk about the introduction of solid foods with infants' parents or guardians and can share the signs for developmental readiness.

What documentation is required when solid foods are served prior to 6 months of age?

- Once an infant is developmentally ready for solid foods, the center must indicate on menus what solid foods are being served and the serving size of the food served.
- It is best practice, to obtain a written note from the parents or guardians indicating that solid foods should be served to the infant while in care.

At what age would a monitor expect to see infants being served all the solid food components?

- AAP recommends that by 7 or 8 months of age, infants should be consuming solid foods from all food groups.
- Monitors will engage in conversation with center to learn more about the infant's eating habits to determine if meal served is appropriate.

What should a center do if they feel an infant is developmentally ready to start eating solid foods but the infant's parents or guardians do not want the infant to be introduced to solid foods?

- Center should engage in a conversation with the infant's parents or guardians about the signs they have seen indicating the infant is ready to start solid foods and ask if they would like solid foods to be served while the infant is in day care.
- If the parent or guardian does not want their infant to be served solid foods while the infant is in care, the center should respect that decision and should not serve the infant solid foods. In this situation, as long as the center continues to serve the infant the required amount of breastmilk or iron-fortified infant formula, then the meals are still reimbursable.

Are tofu and soy yogurt allowed in the infant meal pattern?

- No. Tofu and soy yogurt are not allowed in infant meal pattern.

Is there a whole grain-rich requirement for infants?

- No. The requirement to serve at least one whole-grain rich food per day is only required under the CACFP children and adult meal patterns.

Is there a sugar limit for ready-to-eat cereals served to infants?

- Yes, no more than 6 gm of sugar per dry ounce.

Can infant cereal be served in a bottle to infants?

- No. Serving infant cereal in a bottle to infants is not allowed. Neither the infant cereal nor the infant breastmilk or formula in the bottle may be claimed for reimbursement when they are served in the same bottle, unless it is supported by a medical statement.

Is yogurt creditable in the infant meal pattern?

- Yes, no more than 23 grams of sugar per 6 ounces.

Are commercially prepared mixed or combination infant foods (e.g., infant dinners with vegetables and chicken) reimbursable in the infant meal pattern?

- Commercially prepared mixed or combination foods that contain more than one food component are not reimbursable in the infant meal pattern.
- Infant foods with more than one vegetable or fruit may be reimbursable because vegetables and fruit are one component under the infant meal pattern.

Food Substitutions & Variations

Program operators must make reasonable modifications to meals and snacks, including providing special meals at no extra charge, to accommodate disabilities which restrict a participant's diet. In many cases, disabilities can be managed within the Child and Adult Care Food Program (CACFP) meal pattern requirements when a well-planned variety of nutritious foods is available to participants. However, in other cases, the needs of a participant with a disability may involve requests for accommodations that result in the service of meals that do not meet the meal pattern requirements. Program regulations require CACFP operators to provide modifications for participants with disabilities on a case-by-case basis only when requests are supported by a written statement from a State licensed healthcare professional, such as a physician or nurse practitioner. Meals that do not meet the meal pattern requirements are not eligible for reimbursement unless supported by a medical statement. However, CACFP operators may choose to accommodate requests related to a disability that are not supported by a medical statement if the requested modifications can be accomplished within the meal pattern requirements. Such meals are reimbursable. (Reference CACFP 14-2017)

Medical Statement Requirements

In order to claim a meal that does not conform to the regulatory meal pattern, there must be a medical reason or a special dietary need and a signed statement on file. Use of **CACFP-227 Medical Statement to Request Special Meals and/or Accommodations** is recommended; however, an equivalent form provided by a medical authority which documents the requirements is acceptable.

Disability

When a child has a disability that affects food the child can consume, the parent or guardian must provide a medical statement form signed by a medical authority. The statement must be kept on file, handled confidentially and describe:

- The participant's disability and an explanation of why the disability restricts the participants diet;
- The major life activity affected by the disability;
- The food or foods to be omitted from the participants diet, and;
- The appropriate food substitutions.

Child care centers participating in the CACFP are required to make substitutions or modifications to the meal pattern when a disability restricts the diet. Substitutions must be made only when supported by a written statement signed by a recognized medical authority.

Note: Reimbursement for meals served with documented food substitutions are claimed at the same reimbursement rate as meals which meet the meal pattern. The center may not charge for the substituted food item, substitutions that exceed program reimbursement are at the center's expense.

Special Dietary Need

If a center is serving a child with special dietary needs that are not a disability, the parent/guardian may request substitutions by submitting an accurately completed Medical Statement to Request Special Meals and/or Accommodations form signed by a recognized medical authority listing the foods to be omitted and appropriate substitutions. Substitutions may

be made on a case-by-case basis, at the discretion of the center, for a participant who is unable to consume a food item because of a non-disability medical or other special dietary need.

Fluid Milk (Non Dairy) Substitutions

Milk substitutions that are made due to special dietary needs that are not a disability must be nutritionally equivalent to fluid milk, even when accompanied by a medical statement. The facility may make such substitutions at its discretion, but it is not required. A written request for a fluid milk substitution may be made by a medical authority or parent/guardian, and must identify the medical or other special dietary need that restricts the diet of the child. Fluid milk substitutes must contain all nutrients in the minimum quantities specified to be considered nutritionally equivalent to fluid cow's milk:

Fluid Milk Substitute - Minimum Nutrient Requirements

Nutrient	Per one (1) cup 8 ounces
Calcium	276 mg.
Protein	8 gm.
Vitamin A	500 IU.
Vitamin D	100 IU.
Magnesium	24 mg.
Phosphorus	222 mg.
Potassium	349 mg.
Riboflavin	0.44 mg.
Vitamin B-12	1.1 mcg.

Non-Dairy Beverages that meet USDA Substitution criteria per 8 fluid ounces include:

- **8th Continent:** Original
- **Pacific Natural:** All Natural Ultra Original
- **Kikkomon:** Pearl Organic Soymilk Smart Original
- **Wal-Mart Great Value:** Original Soymilk
- **Sunrich Naturals:** Original Soymilk
- **Silk:** Original Soymilk

Note: Community Food and Nutrition Assistance (CFNA) does not endorse the companies or products listed. This list is not all inclusive. Read the nutrition facts panel or contact the manufacturer to ensure that product formulations are current. Non-dairy beverages served to children 1 through 5 years old must be unflavored due to the higher sugar content of flavored varieties. (Reference: CACFP 17-2016)

Any reasonable parent/guardian written request for a non-dairy milk substitution could be accepted at the discretion of the center, as described above, without providing a medical statement. As an example, if a parent has a child who follows a vegan diet, the parent can submit a written request to the child's caretaker asking that soy milk be served in lieu of cow's milk. The written request must identify the medical or other special dietary need that restricts the diet of the child. Non-dairy milk substitutions are at the option and expense of the facility. Other examples that may be considered a reasonable written request would be for religious, cultural or ethical reasons. However, a request which only states that a child "does not like milk" would not be a reasonable request for a fluid milk substitute.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD and NUTRITION ASSISTANCE (CFNA)
CHILD and ADULT CARE FOOD PROGRAM (CACFP)
INSTRUCTIONS for COMPLETING CACFP-227

REQUEST for SPECIAL MEALS AND/OR ACCOMMODATIONS

1. **Center/School/Agency:** Print the name of the center, school or agency that is providing the form to the parent/guardian.
2. **Site:** Print the name of the site where meals will be served (e.g., child care center, school site community center, etc.)
3. **Site Telephone Number:** Print the telephone number of site where meal will be served. See #2.
4. **Name of Participant:** Print the name of the child or adult participant to whom the information pertains.
5. **Age of Participant:** Print the participant Date of Birth.
6. **Name of Parent or Guardian:** Print the name of the person requesting the participant's medical statement.
7. **Telephone Number:** Print the telephone number of parent or guardian.
8. **Check One:** Check (✓) a box to indicate whether participant has a disability or does not have a disability.
9. **Disability or Medical Condition Requiring a Special Meal or Accommodation:** Describe the medical condition that requires a special meal or accommodation (e.g., juvenile diabetes, peanut allergy, etc.)
10. **If Participant has a Disability, Provide a Brief Description of Participant's Major Life Activity Affected by the Disability:** Describe how physical or medical condition affects disability. For example: "Allergy to peanuts causes a life-threatening reaction affecting the respiratory system."
11. **Diet Prescription and/or Accommodation:** Describe a specific diet or accommodation that has been prescribed by a physician, or describe diet modification requested for a non-disabling condition. For example: "All foods must be either in liquid or pureed form. Participant cannot consume any solid foods."
12. **Indicate Texture:** Check (✓) a box to indicate the type of texture of food that is required. If the participant does not need any modification, check "Regular".
13. **A. Foods to Be Omitted:** List specific foods that must be omitted. For example, "exclude fluid milk."
B. Foods to Be Substituted: List specific foods to include in the diet. For example, "calcium fortified juice."
14. **Adaptive Equipment:** Describe specific equipment required to assist the participant with dining. (Examples may include a "sippy" cup, a large handled spoon, wheel-chair accessible furniture, etc.)
15. **Signature of Preparer:** Signature of person completing form.
16. **Printed Name:** Print name of person completing form.
17. **Telephone Number:** Telephone number of person completing form.
18. **Date:** Date preparer signed form.
19. **Signature of Medical Authority:** Signature of medical authority requesting the special meal or accommodation.
20. **Printed Name:** Print name of medical authority.
21. **Telephone Number:** Telephone number of medical authority.
22. **Date:** Date medical authority signed form.

The Americans with Disabilities Act Amendment Act defines a "disability," in part, as a physical or mental impairment that substantially limits a major life activity or major bodily function of an individual.

(For additional information on the definition of disability, please refer to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act of 2008)

Information regarding the ADAAA, which expanded the definition of disability, can be found at:
<http://www.law.georgetown.edu/archiveada/documents/ComparisonofADAandADAAA.pdf>

For more information, refer to the subject information in the Program specific Policy and Procedure Manual at:
www.health.mo.gov/cacfp

MEDICAL STATEMENT TO REQUEST SPECIAL MEALS AND/OR ACCOMMODATIONS

1. SPONSOR Name	2. Site Name, if different from #1.	3. Site Telephone Number	
4. Name of Participant		5. Date of Birth	
6. Name of Parent or Guardian		7. Telephone Number	
8. Check One: <input type="checkbox"/> Participant has a disability or a medical condition and <i>requires</i> a special meal or accommodation. (Refer to instructions.) CACFP, schools and agencies participating in federal nutrition programs must comply with requests for special meals and any adaptive equipment. A licensed physician must sign this form. <input type="checkbox"/> Participant does not have a disability, but is requesting a special meal or accommodation due to food intolerance(s) or other medical reasons. Food preferences are not an appropriate use of this form. CACFP, schools and agencies participating in federal nutrition programs are encouraged to accommodate reasonable requests. A licensed physician, physician's assistant, or nurse practitioner must sign this form. <input type="checkbox"/> Participant does not have a disability, but is requesting a special accommodation for a fluid milk substitute that meets the nutrient standards for non-dairy beverages offered as milk substitutes. Food preferences are not an appropriate use of this form. CACFP, schools and agencies participating in federal nutrition programs are encouraged to accommodate reasonable requests. A licensed physician, physician's assistant, nurse practitioner or parent or guardian may sign this form.			
9. Disability or medical condition requiring a special meal or accommodation:			
10. If participant has a disability, provide a brief description of participant's major life activity affected by the disability:			
11. Diet prescription and/or accommodation: <i>(please describe in detail to ensure proper implementation-use extra pages as needed)</i>			
12. Foods to be omitted and substitutions: <i>(please list specific foods to be omitted and required substitution; attach a sheet with additional information as needed)</i> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p style="text-align: center;">A. Foods To Be Omitted</p> <hr/><hr/><hr/><hr/> </div> <div style="width: 48%;"> <p style="text-align: center;">B. Foods to be Substituted</p> <hr/><hr/><hr/><hr/> </div> </div>			
13. Indicate texture: <input type="checkbox"/> Regular <input type="checkbox"/> Chopped <input type="checkbox"/> Ground <input type="checkbox"/> Pureed			
14. Adaptive Equipment:			
15. Signature of Preparer*	16. Printed Name	17. Telephone Number	18. Date
19. Signature of Medical Authority*	20. Printed Name	21. Telephone Number	22. Date

* Physician's signature is required for participants with a disability. For participants without a disability, a licensed physician, physician's assistant, or nurse practitioner must sign the form. Parent/legal guardian signature is acceptable for fluid milk substitution for a child with special medical or dietary needs other than a disability. The information on this form should be updated to reflect the current medical and/or nutritional needs of the participant.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** program.intake@usda.gov

Mini-List of Non-Creditable Foods

The foods listed below are non-creditable in the Child and Adult Care Food Program (CACFP) because they do not meet the requirement as a component in the meal pattern. Non-creditable foods cannot be counted toward meeting the requirements for a reimbursable meal. The alphabetical list is not all-inclusive. Use of a product brand name is not an endorsement but is used for clarity. Refer to the *USDA's Food Buying Guide* for a comprehensive list of creditable and non-creditable food.

Acorns	Fig bars	Marshmallow cereal bars
Bacon	Food with artificial	Marshmallows
BBQ sauce	sweeteners	Milk, imitation
Breakfast bars	Fruit drinks	Molasses
Cakes	Fruit punch	Mustard or mayonnaise
Candy	Fruit leather, commercial	Nectar
Carob	Fruit roll-ups	Neufchatel cheese
Catsup	Fruit snacks	Non-fat dry milk
Certified raw milk	Fruit spreads	Nut or seed meal/flour
Cheese, imitation	Frozen yogurt	Oxtails
Cheese powder in boxed	Fudgesicles	Pickle relish
macaroni & cheese	Funyuns	Pig's feet
Cheese products	Gatorade	Pork skins
Chestnuts	Gelatin	Potato chips
Chili sauce	Goat's milk	Potted meats
Chitterlings	Granola bars	Powdered cheese
Chocolate bars	Half & Half	Pringles
Chocolate covered raisins	Ham hocks	Pudding
Cookies	Hawaiian Punch	Pudding pops
Cracker Jacks	Hi-C	Puffed cheese snacks
Cranberry juice cocktail	Home-canned foods	Reconstituted non-fat dry
Cream	Home-butchered foods	milk
Cream cheese	Honey	Sherbet or sorbet
Cream soups	Hot chocolate with water	Shoe string potatoes
Cream sauces	Ice cream	Soft drinks
Custard	Iced tea	Sour cream
Dairy substitutes	Infant dinners, commercial	Syrup
Dairy whip	Imitation cheese	Tang
Drinkable yogurt (most)	Imitation bacon bits	Tapioca
Eggnog made with raw	Jam, jelly, preserves	Toaster pastries
eggs	Jell-O	Vanilla wafers
Egg substitutes	Kool-Aid	Velveeta cheese product
Evaporated milk	Lemonade	
Fiddle Faddle	Low-iron infant formula	

Commercially Processed Food Documentation

Some centers choose to purchase commercially processed meat/meat alternate (m/ma) products rather than prepare these main dish items on site which are commonly referred to as “homemade” or “cooked from scratch”. Some reasons a center may purchase these convenience items is due to the lack of skilled labor or inadequate kitchen preparation equipment. The quality of commercially processed foods varies greatly from manufacturer to manufacturer and from product to product. Because the meal pattern contribution for commercially processed foods cannot be verified, all child care centers are required to maintain documentation to verify the meal pattern contribution to the Child and Adult Care Food Program (CACFP).

Fact sheets, food specification sheets and product labels formerly provided a way for food manufacturers to communicate with program operators about how their products may contribute to the meal pattern requirements for meals served under the USDA’s Child Nutrition (CN) Programs. Complaints to the Food and Nutrition Service (FNS) about inaccurate or misleading product literature, product labels, and fact sheets have become common.

As a result, USDA released two Policy Memos on March 11, 2015 [CACFP 08-2015 and CACFP 09-2015], detailing two types of acceptable documentation approved to verify meal pattern compliance: **Child Nutrition (CN) label or manufacturer’s product formulation statement (PFS)**. **NOTE: center product analysis method to document the amount of meat/meat alternate is no longer acceptable.**

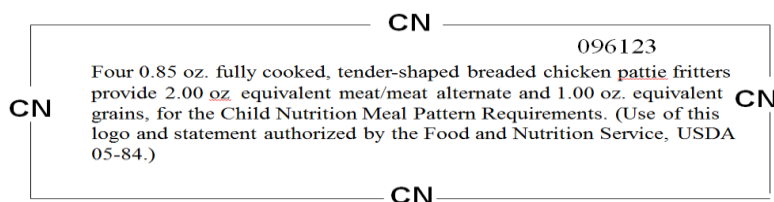
Type #1 CN label:

The Child Nutrition Labeling Program is administered by USDA’s Food and Nutrition Service in cooperation with the following agencies: Agriculture Marketing Service, Food Safety and Inspection Service, and National Marine Fisheries Service. **The CN label is the gold standard for verifying the crediting of menu items and provides a warranty against audit claims when the product is used according to the manufacturer’s instructions.**

A CN label statement clearly identifies the contribution of a product toward the meal pattern requirements, how the purchased product contributes to the meat/meat alternate, and any other components such as vegetables, fruit, or grain in frozen products such as: breaded beef patties, breaded chicken nuggets, breaded fish sticks, pork tenderloin/fritter, pizza, burrito, BBQ rib patty, egg rolls, and canned or frozen ravioli.

CN label product will always contain:

- The CN logo, which has a distinct border;
- The meal pattern contribution statement;
- A unique 6 digit product identification number assigned by USDA/FNS appearing in the upper right hand corner of the CN label
- The USDA/FNS authorization statement;
- The month and year of the final approval.



Per Policy Memos CACFP 08-2015 and CACFP 09-2015, acceptable and valid documentation for the CN label includes:

- The original CN label removed from the product carton; or
- A photocopy of the CN label shown attached to the original product carton; or
- A photograph of the CN label shown attached to the original product carton.
- CN labels that are photocopied or photographed must be visible and legible.

NOTE: if none of the required documentation is available, program operators may provide the bill of lading or invoice containing the product name and a hard or electronic copy of the CN Label with a watermark displaying the product name and CN number provided by the vendor. A CN label with a watermark is used when the CN logo and contribution statement are used on product information other than the actual product carton and is presented as a separate document. Manufacturers may provide schools (not common for CACFP providers) with a CN Label with a watermark during the bidding process. Original CN labels on product cartons will not have a watermark.

Type #2 Product Formulation Statement (PFS):

The Product Formulation Statement should only be requested when reviewing a processed product without a CN label. PFSs are written and provided by individual manufacturers and are not commonly seen in CACFP facilities. *It is the facility's responsibility to request and verify that the processed food documentation is accurate prior to purchasing processed products.* PFS templates for each meal component are available on the CN labeling website at: <https://www.fns.usda.gov/cnlabeling/food-manufacturersindustry> Manufacturers may use PFS templates as a guide to help develop a PFS. However, they are not required to use the same format as the USDA's template, but they must present the same information on their company letterhead. It should be noted that a PFS does not provide any warranty against audit claims. Unlike CN labels, a PFS that claims a meal pattern contribution is not a guarantee of USDA meal pattern compliance and can be disputed during a CACFP monitoring review.

The answer to each of the following questions should be yes:

- Is the PFS on signed company letterhead? The signature can be handwritten, stamped or electronic.
- Does the PFS include product name, product code number and serving/portion size?
- Do the creditable ingredients listed on the PFS match or have similar description as the ingredients listed on the product label? For example, if the PFS lists ground beef, not more than 20% fat, the product label should also list ground beef, not more than 20% fat.
- Do the creditable ingredients listed on the PFS match or have a similar description to a food item listed in the Food Buying Guide for Child Nutrition Programs?
- If the product is a meat/meat alternate, does it contain an Alternate Protein Product (APP) such as soy concentrate? If yes, does the manufacturer provide supporting documentation that meets USDA APP requirements?
- Does the PFS demonstrate how creditable ingredients contribute toward the meal pattern requirements?
- Are the manufacturer's calculations correct and verified?

The PFS should include:

- Weight of raw portion; percent of raw meat or poultry; percent of fat of raw meat.
- Percent dry vegetable protein product (VPP), if applicable; percent VPP on an as purchased basis; certification that the VPP meets USDA/FNS requirements.
- Product's total creditable amount of product per portion towards the meal pattern.
- Certification statement that the PFS is an accurate verification of meal pattern compliance.
- Original signature and title of company official and date.

Product Formulation Statement (PFS) – *Approved Example:*

XYZ Burrito Factory (Manufacturer's Letterhead)

Effective Date: August 23, 2015 Product No. 9999

Total weight of precooked product: 4.00

Total of raw meat: 0.650 oz.

Percent of fat of raw meat: Not to exceed 30%

Weight of dry Volume Per Package (VPP): 0.094 oz.

Weight of liquid used to hydrate VPP: 0.176 oz.

Percent of Protein in dry VPP: 52%

Weight of raw meat and hydrated VPP: 0.920

Type of VPP used: XX Flour: _____ Isolate: _____

Weight of other ingredients: 1.005 oz.

Weight of pinto beans: 0.325 oz. Factored Wt. 0.503

Weight of cheese: none

Weight of cooked meat with VPP: 0.64 oz.

Total weight of filling: 2.25 oz.

Total weight of enriched flour tortilla: 1.75 oz. 1.59 serving

I certify the above information is true and correct and that the product (ready for serving) contributes 1.14 ounces of equivalent meat/meat alternative toward the meal pattern when prepared according to direction. I understand that the above named product will be used as a meal component for which Federal reimbursement will be claimed, and that records are available to support the information indicated above. The VPP used conforms to Food and Nutrition Service regulations. This product formulation will supersede all previously issued sheets.

SUGGESTED BID SPECIFICATIONS: _____ cases – Red Chili Beef, Bean and Chicken Burrito, 4.00 oz. Each, unfried, packed 3/24 count. Must meet 1.00 ounces of meat/meat/alternate and 1.50 bread servings.

James Smith

Director of Manufacturing

James Smith

Title

XYZ Burrito Factory

August 23, 20XX

All documentation regarding processed foods must be maintained in the center files. If no information is available at the time of a monitoring review, meals containing the processed foods may be disallowed.

Example of Product Formulation Statement that is Not Acceptable:

CN COSMIC SMOOTHIES			
Each 4 fl. oz. portion of Cosmic Fruit Juice Smoothie provides the equivalent of 1/2 cup (4 fluid ounces) which equals 1 fruit serving towards the Child Nutrition Meal Pattern Requirements.			
Description	Serving Size	Meal Pattern Contribution	Fruit Servings
Cosmic Strawberry Banana	12 fl. oz.	1.5 cups	3
Cosmic Mango	12 fl. oz.	1.5 cups	3
Cosmic Berry	12 fl. oz.	1.5 cups	3
Tom Bell, President <i>Tom Bell</i>			

Center Product Analysis

This method to document the amount of meat/meat alternate is no longer acceptable. During CACFP monitoring review, meal disallowance may be made when a center is not in compliance with approved processed food documentation requirements.

Meal Preparation & Contracting for Food Services

The best system of meal preparation in a given situation will depend upon such factors as the type of menu desired, the availability of food service equipment, space and personnel, and the budget of the organization.

Institutions participating in the Child and Adult Care Food Program (CACFP) who plan to purchase meals served to program participants from outside sources must follow proper procedures in purchasing these services. Institutions that will expend **more than \$250,000** per year on CACFP meals must follow a formal competitive bid process to obtain meals located in sub-paragraph A of the *Contracting for Food Services* document at: www.health.mo.gov/cacfp Forms.

Institutions that will expend **\$250,000 or less** per year on CACFP meals must follow an informal bid process to obtain meals located in sub-paragraph B of the *Contracting for Food Services* document.

The non-competitive bid process is used by institutions who obtain their meals through a public or private school participating in the National School Lunch or Breakfast Program and institutions who receive meal services obtained through a competitive process by another department of the same organization, sub-paragraph C of the *Contracting for Food Services* document.

Meal Preparation Systems and Contract Types

- **On Site:** On Site preparation, commonly called “self-prep”, is the most commonly used food service system. The meals are prepared at the same physical location where they are served. This is the most economical method when the center has a kitchen, sufficient food preparation equipment and available staff. The institution will follow the basic recordkeeping requirements of the CACFP.

All or part of the food may be prepared on site and the remainder purchased by the institution from an outside source, such as a school, hospital, commercial vendor, or farmers market. The FNS Instruction 796-2, Rev. 4 provides guidance for funding food grown by and used in the child care center's meals. This option offers education opportunities and may decrease food costs.

- **Central Kitchens:** Meals are prepared in a kitchen at one of the organization's physical locations by the organization's employees and delivered to another one of the organization's physical locations. The organization will follow the basic recordkeeping requirements of the CACFP plus daily meal delivery tickets, where applicable. Contact Community Food and Nutrition Assistance (CFNA) for specific requirements for your circumstances.
- **Purchasing from a School:** Meals may be purchased from a public or private non-profit school that participates in the National School Lunch Program (NSLP), either in bulk or as individual packaged units. An independent center that receives meals from a

school must enter into a written agreement with that school or district. An example of this type of agreement is when a school provides meals to a Head Start center.

This annual agreement must contain the basic provisions of the program requirement's non-competitive bid process. Use the prototype Non-Competitive Process "Sample Agreement" located under Section C, Non-Competitive Process. Federal regulations exempt organizations from having to competitively bid for catered meals when those meals are purchased through schools participating in the NSLP or School Breakfast Programs. Signing an agreement with a school to provide meals does not relieve the independent center of its program responsibilities for monitoring and recordkeeping. Additional recordkeeping is required when an organization obtains meals from a school.

Organizations who receive meal services obtained through a competitive process by another department of the same organization, such as a university child care center whose meal services are provided by the campus dining hall or campus student union may also use a non-competitive bid process to obtain their meals. Such organizations may sign an agreement with the food service provider contracted by the organization to provide meals for the entire organization. This type of situation is common in large organizations such as hospitals, nursing homes, schools, governmental entities and universities where food services are centralized. As long as the meals provided to the centralized food service were obtained in a competitive manner through a formal bid process, those same services may be used by the CACFP organization. Use the sample agreement provided by Department of Health and Senior Services – Community Food and Nutrition Assistance (DHSS-CFNA) when obtaining meals in this manner.

- **Purchasing from a Food Service Management Company:** Food service management companies are organizations that prepare and deliver meals. An independent center that purchases meals from a food service management company (FSMC) must enter into a written contract with the company. The bid prototypes and CACFP guidance on meeting procurement standards are located on the CACFP website under Forms. Signing a contract with a FSMC does not relieve the center of its program responsibilities for monitoring and recordkeeping. Regulations require that a copy of the contract be submitted to CFNA before the beginning of program operations the contract; and all bids totaling more than \$250,000 shall be submitted for state agency approval before the institution accepts and signs any contract. In addition, all bids shall be submitted to the state agency for approval before accepting a bid which exceeds the lowest bid. CFNA shall respond to any request for approval within 10 working days of receipt, [7 CFR 226.21(a)(c)].
- **Purchasing from a Commercial Vendor:** Commercial vendors are public organizations, hospitals, college cafeterias, etc., private commercial enterprises, caterers, or individuals that provide non-food items or individual food items but not complete meals. An independent center that purchases from a commercial vendor must enter into a written contract with the vendor following the guidelines for the formal or informal competitive bid process, depending on annual meal expenditures.

Additional recordkeeping is required when a CACFP organization obtains meals from a school. The school/district that provides meals to organizations under an agreement must provide the following documentation to the CACFP contractor on a weekly or no less than a monthly basis:

- Food costs to substantiate the reimbursement;
- Daily dated menus using a minimum of a two week menu cycle; and
- Daily meal delivery tickets to verify the amount of food and/or number of meals provided to the center.

In addition to the records required under the agreement, meals obtained from a commercial vendor/caterer to organizations must provide the following documentation to the CACFP contractor on a daily, weekly or no more than a monthly basis:

- Documentation of paid invoices to verify contractual accountability
- Meals per labor hour recordkeeping to document staff allocation

Federal regulations prohibit organizations from contracting out the management responsibilities of the CACFP, including but not limited to:

- Ordering meal
- Maintaining program records
- Submitting claims for meal reimbursement
- Training and monitoring
- Determining eligibility for free or reduced price meals

The organization must monitor the conditions set forth in the food service contract and compliance with CACFP requirements. The DHSS-CFNA will not intervene in contract disputes.

It is the responsibility of the CACFP organization to monitor the requirements of the agreement for compliance of the CACFP requirements. First occurrence meal disallowances may be taken at the CACFP monitoring reviews in the following instances when:

- There is no or inadequate processed food documentation, such as CN labels;
- There are no production records;
- The production records indicate that the caterer did not provide enough food to meet the minimum portion requirement; or
- Meals do not meet meal pattern requirements.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
PRODUCTION RECORD

Date: / / Breakfast <input type="checkbox"/> (3 components; milk, grain and fruit/vegetable, or both) AM Snack <input type="checkbox"/> (2 of 5 components) Lunch <input type="checkbox"/> (5 components) PM Snack <input type="checkbox"/> (2 of 5 components) Supper <input type="checkbox"/> (5 components)					Menu: Meat/Meat Alternate: Vegetable: Fruit: Grain: Other:				
FOOD COMPONENT	AGE GROUP	# OF CHILDREN PER AGE GROUP	SERVING SIZE	AMOUNT NEEDED PER AGE GROUP	TOTAL AMOUNT NEEDED	FOOD BUYING GUIDE PURCHASE UNIT	SERVINGS PER PURCHASE UNIT	# OF PURCHASE UNITS NEEDED	TOTAL AMOUNT USED FOR MEAL SERVICE
MILK	1-2								
	3-5								
	6-18								
MEAT	1-2								
	3-5								
	6-18								
VEGETABLE	1-2								
	3-5								
	6-18								
FRUIT	1-2								
	3-5								
	6-18								
GRAIN	1-2								
	3-5								
	6-18								

Food Buying Guide Calculator website: <http://fbg.nfsmi.org/>

NEW: Web-based Interactive Food Buying Guide website: <https://foodbuyingguide.fns.usda.gov!>

Missouri Department of Health and Senior Services
Community Food and Nutrition Assistance
Child and Adult Care Food Program

Agreement to Furnish Food Service

THIS AGREEMENT is made and entered into between (school) _____
_____ and the (independent center or sponsoring organization)
_____.

WHEREAS the facilities of the (center or sponsor) _____
are not adequate for preparing and serving meals to enrolled children, while the facilities of
the (school) _____ are adequate to serve
meals to participants. The (school) _____
agrees to supply meals (inclusive/exclusive) of milk to (center or sponsor) _____
_____ with and for the rates herein listed:

Breakfast..... \$ _____ each
Snacks..... \$ _____ each

Lunch..... \$ _____ each
Supper..... \$ _____ each

It is further agreed that the (school) _____,
pursuant to the provisions of the Child and Adult Care Food Program (CACFP) regulations,
attached copy of which is part of this agreement, will assure that said meals meet the minimum
meal pattern requirements as to nutritive value and content, and will maintain full and accurate
records that the (center or sponsor) _____
will need to meet its responsibility including menu records containing the amount of food
prepared and daily number of mails delivered by type.

These records must be reported to the (center or sponsor) _____
_____ promptly at the end of the month. (School) _____
_____ agrees also to retain records required under the preceding clause for a
period of three years after the end of the fiscal year to which they pertain (or longer, if an audit is
in progress); and upon request, to make all accounts and records pertaining to the CACFP
available to representatives of the Missouri Department of Health and Senior Services, the U.S.
Department of Agriculture, and the General Accounting Office for audit or administrative review
at a reasonable time and place.

This agreement shall be effective as of (date) _____. It may be terminated by
notice in writing given by any party hereto to the other parties at least 30 days prior to the date of
termination.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the dates
indicated below:

School Official

Center/Sponsor Official

Title

Date

Title

Date

Documentation of Vendor Contract

Food Contracts of \$250,000 or Less

Send completed form to DHSS-CFNA with the Food Service Management Contract

	Vendor Information	Date of Contact	Method of Contact (phone, fax, in person, etc.)		Price Per Meal			Total Price Quote
				Meal	Unit Price	Estimated Servings per Day	Estimated # of Days	
Vendor #1								
Name				Breakfast				
Address				Lunch				
Phone #				Snack				
Contact Person				Supper				
Vendor #2								
Name				Breakfast				
Address				Lunch				
Phone #				Snack				
Contact Person				Supper				
Vendor #3								
Name				Breakfast				
Address				Lunch				
Phone #				Snack				
Contact Person				Supper				

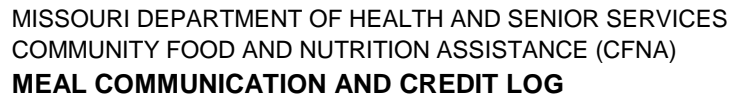
DHSS-CFNA contact information: **Address:** PO Box 570, Jefferson City, MO 65102
Phone: 800-733-6251 **Fax:** 573-526-3679 **E-Mail:** CACFP@health.mo.gov



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
DAILY MEAL RECEIVING LOG

Instructions: Use this log for receiving food/meals delivered from an off-site or a central kitchen location. Record the hot and cold food temperatures of at least one meal. **Document meals to credit due to damage, unacceptable temperatures, etc. on the Meal Communication and Credit Log.

[illegible]



Instructions: Use this log to document unacceptable food/meals as noted on the Daily Meal Receiving Log. These are meals that require FSMC credit due to damage, unacceptable temperature, or for other contractual reasons.

CACFP/SFSP-646

Sponsoring Organization Reviews

Sponsoring Organization Additional Review Requirement

A sponsoring organization (SO) is a Child and Adult Care Food Program (CACFP) contractor responsible for two or more centers. The monitoring recordkeeping requirement does not apply to independent centers. Each facility under the SO's jurisdiction must be monitored for CACFP compliance. The SO must document all reviews and retain in the sponsor location identified in the Management Plan.

SO's must conduct three monitoring review visits for each facility every year:

- At least two of the three reviews must be unannounced; however, Department of Health and Senior Services (DHSS) recommends that all monitoring visits be unannounced.
- At least one unannounced monitoring visit must be conducted during a meal service.
- If a center operates in the evening and/or on weekends or holiday, one review must be conducted each year on weekends, holidays, or during the supper meal when claiming meals under these conditions.
- No more than six months may lapse between monitoring visits.
- The SO must review all new centers within the first four weeks of program operation.
- All monitoring visits must be documented on form CACFP-404 or a form approved by Community Food and Nutrition Assistance (CFNA).
- The sponsor must follow-up with centers noted as having problems during monitoring visits.
- The follow-up visit must be conducted not less than one week after the initial finding and the visit must be documented.

Sponsoring Organization's Household Contact Requirement:

Household contacts, sometimes referred to as parent audits or parent contacts, are required to be made by SOs when a child care center under a SO's jurisdiction is suspected of CACFP mismanagement.

The SO will use the survey form developed by CFNA, available online or develop a form of their choosing to collect information from parents. The survey method, mail, phone or email, chosen by the SO to contact parents is up to the SO to determine. It is strongly recommended that parents are informed of the procedure to be used to contact them when the parent completes the child's enrollment form.

Parents should be strongly encouraged to support SO efforts to contact them, as the outcome of the contacts can impact the quality of care provided to their child. Centers shall be required to cooperate in the event of a parent audit. If a parent informs a center that he/she has been contacted by the SO or state or federal officials, the center must encourage the parent to cooperate fully. Any effort on the part of a child care center to

interfere in any way with a household contact would be the basis for a declaration of seriously deficient.

To assure a good response to a household contact, the SO shall survey parents as follows:

- 10 or less children enrolled: 100% of parents surveyed.
- 11 to 30 children enrolled: 75% of parents surveyed.
- 31 to 50 children enrolled: 50% of parents surveyed.
- 51 to 100 children enrolled: 25% of parents surveyed.
- 101 or more children enrolled: 20% of parents surveyed.

Efforts made to contact a parent by any means, including phone, must be documented.

SOs shall strive for a 50% response rate on household contacts, particularly for centers that have 20 or fewer children enrolled. If a 50% response rate is not achieved for centers with 20 or fewer children enrolled, the SO must conduct additional follow-up with parents to obtain the necessary responses. Response rates for centers with larger enrollments may be less than 50%, however, a minimum of eight parent responses is required.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
 CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
SPONSORED CENTERS SITE VISIT REPORT – REVIEW BY SPONSOR

SECTION I GENERAL INFORMATION					
Name of center		Date		Announced _____ Unannounced _____	
SO Reviewer		Time of arrival		Time of departure	
License number	License expiration date	Center hours of operation			
SECTION II MEAL OBSERVATION			COMMENTS		
Meal Observed					
Meat/Meat Alt _____					
Fruit/Vegetable _____					
Fruit/Vegetable _____					
Grains/Bread _____					
Milk (1% or Skim OR Disallowances _____)					
Other _____					
	Yes	No	Previous Finding Yes/No	Corrected Yes/No	COMMENTS
Did meal meet requirements?					
Did serving sizes appear adequate?					
Was food served at appropriate temperature? (hot foods 135 degrees+ & cold food at 41 degrees or less)					
Did children wash hands before eating?					
Was meal served at time stated on application?					
Was meal count recorded at point of service?					
Are meal substitutions recorded on menus?					
Are preserved, processed and higher fat meats limited to one serving/week?					
Are sweets limited to no more than two times/week?					
Do menus offer a variety of colors, flavors, textures, shapes, temperatures, familiar and new foods?					
SECTION III SANITATION	Yes	No	Previous Finding Yes/No	Corrected Yes/No	COMMENTS
Is food properly labeled, dated, and covered in refrigeration and dry storage areas?					Report any imminent health/safety threats to local sanitarian, Child Care Regulation or CA/N hotline 800-392-3738
Is food stored at least 6" off floor in dry storage area?					
Are refrigerator & freezer units clean & operating properly?					
Are dishes and tables properly washed and sanitized?					
Are cleaning supplies stored away from food and out of the reach of children?					
Did food preparer maintain good personal hygiene and wash hands prior to meal preparation and service?					
Did the kitchen and all equipment appear clean?					

SECTION IV RECORDS	Yes	No	Previous Finding Yes/No	Corrected Yes/No	COMMENTS	
Current CACFP enrollment records for all participants						
Enrollment records are updated annually						
Daily attendance records						
Accurate meal count records						
Daily dated menus						
All food purchase receipts						
Verification of 25% Title XX or Free/Reduced (if center is for profit)						
SECTION V INFANT MEALS	Yes	No	Previous Finding Yes/No	Corrected Yes/No	N/A	COMMENTS
Is there an Infant Feeding Preference form for each infant (Birth-11 months)?						
Is there an accurate Infant Meal Record (menu) for each infant?						
Are all required infant meal components offered by the center?						
SECTION VI CIVIL RIGHTS						
INDICATE THE RACIAL/ETHNIC MAKEUP OF THE CENTER'S ATTENDANCE AT THE TIME OF THIS REVIEW.	Black or African American	White	American Indian or Alaska Native	Asian	Native Hawaiian or other Pacific Islander	
Within the above racial categories, indicate how many are of Hispanic or Latino ethnicity. _____				Yes	No	
Is the poster "And Justice For All" posted in a conspicuous place?						
Are all meals served equally to all participants regardless of race, color, sex, age, disability and national origin?						
SECTION VII FINDINGS						
<u>LAST REVIEW:</u> List any required changes from the last review and describe corrective action taken to address:						
Have previous Findings been corrected? _____						
Date of last review by sponsor _____ Who did review? _____						
<u>THIS REVIEW:</u> Good management practices observed:						
<u>Findings & Recommendations:</u>						
Corrective Action Plan required to address changes?						

SPONSOR REVIEWER SIGNATURE	TITLE	DATE
CENTER SIGNATURE	TITLE	DATE

Name of Center _____

5 DAY RECONCILIATION OF ATTENDANCE / ENROLLMENT / MEAL COUNT VERIFICATION*				
PARTICIPANT'S NAME (FROM MEAL COUNT)	ENROLLMENT DATE	MEALS CLAIMED PER ENROLLMENT RECORD	DAYS IN ATTENDANCE PER ENROLLMENT	ENROLLED AND IN ATTENDANCE WHEN CLAIMED
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

DATES REVIEWED	MEAL TYPE REVIEWED	TOTAL # FROM MEAL COUNT	Are meal counts on these 5 days consistent with meal count on day of review? YES_____ NO_____
1.			
2.			
3.			
4.			
5.			

Are meal counts on these 5 days consistent with
claim average?

YES_____ NO_____

*RANDOM VERIFICATION THAT PARTICIPANTS LISTED WERE ENROLLED AND IN ATTENDANCE WHEN MEALS ARE CLAIMED. MUST REVIEW AT LEAST 10% OF ENROLLMENT (OR AT LEAST 5 PARTICIPANTS IF LESS THAN 50 ENROLLED)

If meal counts do not match attendance, how is problem reconciled? _____

Recordkeeping Responsibilities

Maintaining accurate records is vital to making sure Child and Adult Care Food Program (CACFP) reimbursement accurately reflects the center's program operations. CACFP forms are available under Forms, and posters are available under Publications at:

www.health.mo.gov/cacfp.

CACFP original records, not photocopies, must be maintained on site for independent facilities, be accessible during licensed business hours, and be available for review within one hour of a state representative's arrival. Sponsoring Organizations (SOs) of two or more facilities must maintain original records, during licensed business hours, at the location identified in the Management Plan and be available for review within one hour of a state representative's arrival. Community Food and Nutrition Assistance (CFNA) reviewers will request CACFP records for one month or more and have the authority to disallow up to twelve months of claims. Program records must be retained for three full fiscal years, plus the current year (October 1 through September 30), after the final claim for the fiscal year is submitted and for longer if audit findings have not been closed.

Required Records:

Meal Service Records

- **Daily Meal Count Records CACFP-225**
Daily meal count records are required and must be recorded at the time of service (Point of Service) for each meal and snack the center is approved to claim for reimbursement. Keep current month records on a clipboard or in a binder. File these records with the daily attendance records. File completed records in a binder or envelope labeled with month and year.
- **Daily Menu Records**
For each approved meal, breakfast, lunch, snack and supper, daily dated menus are required to verify CACFP meal pattern compliance. The original menu, noting any substitutions, must be retained. Keep the current active menu on a clipboard or in a folder. When completed, file the menu in the binder or envelope for the month.
- **Requests for Special Meals and Accommodations CACFP-227**
Required when food substitutions are necessary and authorized by a medical authority for children with a diagnosed disability and with medical or special dietary needs. Keep confidential and place in individual child's file.
- **Commercially Processed Food Documentation**
If your center uses commercially processed foods, documentation of meal pattern contributions is required to include: Child Nutrition label or manufacturers Product Formulation Statement. File in the binder or envelope for the month.

If the center is licensed to care for infants or provides care for infants, the following forms are required:

- **Individual Infant Meal Record**
Keep the active menu on a clipboard or in a folder. File the menu in the binder or envelope for the month.
- **Infant and Toddler Feeding and Care Plan (ITFCP)**
Keep the current ITFCP form on a clipboard or in a folder with the infants name on it. File in binder or envelope for the month. This is a dual SCCR/CACFP form.

Participant Records

- **Daily Attendance Records CACFP-213; Monthly Time In/Time Out Record CACFP-224; or Time In/Time Out Record CACFP-221**
A daily attendance record of each child is required for completing reimbursement claims. Keep current month attendance record on a clipboard or in a binder. File completed monthly records in a binder or envelope labeled with month and year.
- **Enrollment Records**
 - **SCCR/CACFP Child Care Enrollment Form MO 580-2994**
The form must include all requested information and the date of parent's signature. Although not a Child Care Regulation requirement, CACFP required sections must be updated annually. File completed form as directed by SCCR.
 - **Enrollment Form for Child Care Centers CACFP-229.**
If this form is used, the center is required to also complete the SCCR/CACFP Enrollment Form to satisfy Child Care Regulation. The CACFP-229 must be updated annually per CACFP requirements. Keep the current active enrollment form in a binder.
- **Income Eligibility Form for Child Care Centers CACFP-205**
This form is very important as it determines program eligibility and meal reimbursement rates. Give IEFs to all parents/guardians to complete with their enrollment packet and then annually thereafter. New IEFs must be placed with expired IEFs annually. File completed forms alphabetically by last name in a 3-ring binder. Place blank copies in a folder.
- **Parent Letter**
The letter must be given to parents explaining the center's participation in the CACFP. The letter is revised for each claim year on July 1. Make sure parents are given the latest version. Print the letter on the back of the IEF and file the IEF as suggested above.
- **Title XX Documentation - For Profit Centers Only**
Documentation includes Family Support Division vendor invoices, a copy of the contract with FSD for vendor children and an enrollment roster with names of vendor children marked. File in folder or binder.

Records Pertaining to Financial Management

➤ **Operating Costs**

Allowable expenses for the preparation and service of meals and include, but are not limited to: food cost, food service labor, costs for certain non-food supplies, and costs of purchased services.

○ **Food Costs**

Are expenditures for the food used in all meals? Original, intact and legible, itemized food and milk receipts and invoices for food service supply purchases must be kept to verify that CACFP funds are used to support the food service. Handwritten receipts are not acceptable. File in folder or envelope labeled with month and year.

○ **Food Service Labor Costs**

Independent centers must document.

➤ **Documentation of Non-Profit Foodservice CACFP-214**

This form must be completed monthly when total food costs are less than the CACFP claim. Place in folder or envelope labeled with month and year.

Training Records

➤ **CACFP Annual Training Documentation CACFP-222**

Documentation of annual CACFP training for the center staff is required. Use of the CACFP form is not required but training must include the CACFP required topics. File in folder or notebook.

Other Required Records

➤ **Original Contract Agreement** along with Amendments for the sponsor agency

➤ **Beneficiary Data CACFP-226**

Documentation of annual completion of this form is required. File in folder or notebook.

➤ **Sanitation and Fire inspection Records**

File in folder or notebook.

➤ **Catered or Vended Meals**, if applicable

Sponsor must maintain:

- Food service management company contract or agreement.
- Current state or local health certification.
- Production Records CACFP-223 required and meal delivery records, if applicable.
- Evidence that the contractor was obtained using fair and competitive practices.

Sponsoring Organizations (SOs)

Contractors responsible for two or more centers, either under the sponsor's jurisdiction (affiliated) or under the corporate umbrella (unaffiliated) are required to maintain:

- **Site Visit Monitoring Reports** CACFP-404
Each SO must monitor every center for program compliance at least three times per year in compliance with regulation.
- **Disbursements** unaffiliated centers only
Documentation of the dates and amount of reimbursement disbursed to each facility within 5 working days from the CACFP claim processing date are required.

Organizing Records

Suggested items to help you stay organized:

3-ring binders
3 hole punch
Clipboards
Colored highlighters
File folders
File box or cabinet
12 large envelopes, one for each month



Daily Duties - Complete these records daily and maintain on a clipboard or in a folder. At the end of each month, file the original dated records with monthly records in an envelope or binder.

- **Attendance records** or sign in/sign out records.
- **Meal count records** documented at point of service.
- **Menus** - verify that each meal served meets Child and Adult Care Food Program (CACFP) meal pattern requirements.
- If licensed to care for infants, **Infant Meal Records** and **Infant and Toddler Feeding and Care Plan** forms.

Weekly Duties – Add daily meal counts by free, reduced and paid; keep confidential.

Monthly Duties – retain these legible and intact original, dated records:

- **Consolidate financial records:** Machine generated dated and itemized food and milk receipts; Child Nutrition (CN) labels; itemized non-food program supplies; and program labor costs; documentation of non-profit foodservice.
- **Prepare and submit the claim for reimbursement:** consolidate and determine total attendance; consolidate meal counts and determine total number of each meal. For profit centers calculate to determine if you eligible to claim. Submit the claim via CNPweb by the 10th of the month for payment around the 28th or by the 25th for payment around the 13th of the following month.

Annual Duties – Centers must maintain the original dated records by fiscal year, October 1st through September 30th.

- Current Income Eligibility Forms (IEF) and accompanying parent letter, updated annually.
- Current enrollment forms, updated annually.
- CACFP training documentation all required topics covered at least once a year.
- Requests for Special Meals and/or accommodations.
- Current sanitation and fire inspections.
- Beneficiary data report (racial/ethnic), completed annually.
- Site visit monitoring reports, for Sponsoring Organizations, 3 per year.
- For contracted/catered meals, original contract or agreement and annual renewal with Food Service Management Company.

CACFP Record Retention: 3 fiscal years plus current year

Enrollment Forms & IEF's	<i>For currently enrolled child</i>	<i>For discharged child</i>
SCCR-CACFP Enrollment Forms	Child's individual file	Per SCCR requirements
CACFP Enrollment Forms	3-ring binder, front, in alphabetical order by last name	In back of binder or in a folder
Income Eligibility Forms (signed within current 12 months)	3-ring binder, front, in alphabetical order by last name	In back of binder or in a folder
Income Eligibility Forms (signed more than 12 months prior)	Consolidated with annual files	

Daily dated menus	Monthly: Place in binder or envelope labeled with month and year
Daily dated attendance records	
Dated point of service meal count records; infant meal count each meal once all of the age appropriate components have been served	
Financial records: food service expenses; labor and indirect cost records summarized on the Documentation of Non-Profit Service Form	
Family Support Division vendor invoices (for profit centers only)	
CACFP training documentation	Yearly: Place in binder or envelope labeled with year
Requests of Special Meals and/or Accommodations	
CN labels or Product Formulation Statements	
Beneficiary Data Report	
Vended/catered meal agreement or contracts and annual contract renewals, if applicable	
Site visit monitoring reports, if applicable	
Sanitation and safety inspection	
Parent letter, current fiscal year	Include in enrollment packet

Child Care Resources

The internet has a vast amount of information that can assist child care providers with their food service operation and with education of staff and children. Below are some resource link recommendations that can be found on our webpage at: www.health.mo.gov/cacfp: Resources.

A Flash of Food Safety

Childhood Obesity Prevention Toolkit for Rural Communities

Choose My Plate – Healthy Eating on a Budget

Choose My Plate – Meeting your MyPlate Goals on a Budget

DHSS Food Safety

Eatright.org – Food and Nutrition Information

Farm to Childcare

FoodSafety.gov

Institute of Child Nutrition (ICN) – Education and Training Resources for Participants

Nutrition for Kids

Recipe for Healthy Kids

Team Nutrition

The Healthy Meals Resource System (HSMRS)

USDA Child and Adult Care Food Program

USDA Food Buying Guide

USDA Food Buying Guide Interactive Web-Based Tool

USDA Standardized Recipes

WIC Approved Food List



Choking Prevention

Young children, especially ages 2 to 3, are at risk of choking on food and remain at risk until they can chew and swallow more efficiently which typically develops by age 4. Since these children receive the same variety of foods as the rest of the children in your care, special consideration to the size and form of foods prepared should be made. Think in terms of what will be easy to chew and swallow for this age group.

Here are some foods that may cause choking:

Firm, smooth, or slippery foods that slide down the throat before chewing, like:

- hot dog rounds
- hard candy
- large pieces of fruit
- granola
- peanuts
- whole grapes
- cherries with pits

Small, dry, or hard foods that are difficult to chew and easy to swallow whole, like:

- popcorn
- small pieces of raw carrot, celery or other raw hard vegetables
- nuts and seeds
- pretzels
- potato and corn chips

Sticky or tough foods that do not break apart easily and are hard to remove from the airway, like:

- spoonfuls or chunks of peanut butter or other nut/seed butters
- chunks of meat
- chewing gum
- marshmallows
- raisins and other dried fruit

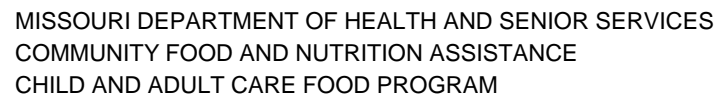
Prepare foods so they are easy to chew:

- Cut food into small pieces or thin slices.
- Cut round foods, like hot dogs, lengthwise into thin strips.
- Remove all bones from fish, chicken and meat.
- Cook food, such as carrots or celery, until slightly soft; then cut into sticks.
- Remove seeds and pits from fruit.
- Spread peanut butter thinly.

Watch children during meals and snacks to make sure they:

- Sit quietly. (Most choking in children occurs when they are not sitting down while eating.)
- Eat slowly.
- Chew food well before swallowing.
- Eat small portions and take only one bite at a time.
- Finish swallowing before leaving the table.

Always watch or sit with children during meals and snacks!



MONTH: July 20XX

[illegible]



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
MEAL COUNT

Exercise 2 Meal Count Record

Answer Key

CENTER Humpty Dumpty Daycare	WEEK OF July 7-11, 20??	KEY B-Breakfast, 1-1 st Snack, L-Lunch, 2-2 nd Snack, S-Supper
---------------------------------	----------------------------	---

PARTICIPANT'S NAME	CODE	MONDAY					TUESDAY					WEDNESDAY					THURSDAY					FRIDAY					TOTALS				
		DATE					DATE					DATE					DATE					DATE									
		7/7					7/8					7/9					7/10					7/11									
		B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S
Horner, Jack	X	✓		✓			✓		✓	✓		✓					✓		✓	✓		✓		✓	✓		5		4	3	
Lamb, Mary	X	✓		✓	✓		✓		✓			✓		✓	✓		✓		✓	✓		✓		✓	✓		5		5	4	
Peep, Little Bo	Z						✓		✓	✓		✓		✓	✓		✓		✓	✓							3		3	3	
Piper, Peter	Y	✓		✓	✓		✓					✓		✓	✓		✓		✓								4		3	2	
Porgie, Georgie	Y						✓		✓	✓		✓		✓			✓		✓	✓		✓		✓	✓		4		4	3	
Simon, Simple	Z	✓		✓	✓		✓		✓	✓							✓		✓	✓		✓		✓			4		4	3	
Total Meals Coded X		2		2	1		2		2	1		2		1	1		2		2	2		2		2	2		10		9	7	
Total Meals Coded Y		1		1	1		2		1	1		2		2	1		2		2	1		1		1	1		8		7	5	
Total Meals Coded Z		1		1	1		2		2	2		1		1	1		2		2	2		1		1	0		7		7	6	



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
COMMUNITY FOOD AND NUTRITION ASSISTANCE (CFNA)
CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
MEAL COUNT CONSOLIDATION

Exercise 3
Answer Key

CENTER Humpty Dumpty Daycare	JULY 20??	KEY B-Breakfast, 1-A.M.Snack, L-Lunch, 2-P.M. Snack, S-Supper
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PARTICIPANT'S NAME	CODE	Week 1 - Exercise 4					Week 2					Week 3					Week 4					TOTALS				
		DATE 7/7-7/11					DATE 7/14-7/18					DATE 7/21-7/25					DATE 7/28-7/31									
		B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S	B	1	L	2	S
Horner, Jack	X	5		4	3		4		5	4		3		5	5		3		4	4		15		18	15	
Lamb, Mary	X	5		5	4		4		5	4		3		5	5		3		4	4		15		19	16	
Peep, Little Bo	Z	3		3	3		2		4	4		3		4	4		4		4	4		12		15	15	
Piper, Peter	Y	4		3	2		3		5	3		2		5	4							9		13	9	
Porgie, Georgie	Y	4		4	3				4	4		4										8		8	7	
Simon, Simple	Z	4		4	3		5		5			5		3			3		3	2		17		15	5	
Total Meals Coded X		10		9	7		8		10	8		6		10	10		6		8	8		30		37	33	
Total Meals Coded Y		8		7	5		3		9	7		6		5	4		0		0	0		17		21	16	
Total Meals Coded Z		7		7	6		7		9	4		8		7	4		7		7	6		29		30	20	

Center Claim

Private-For Profit Child Care Center- Example

Example – Private – For Profit Child Care Center – CCC Claim

July 20XX

Pending Submission

Original Claim

Bottom of Form

Center Operating and Enrollment Data (Must reflect the claiming period)

(1) Free Enrollment2

(2) Reduced Enrollment2

(3) Paid Enrollment2

(4) Total Enrollment6

(5) Number of Operating Days19

(6) Total Attendance for Month96

(7) License Capacity (from Application)120

Meal Count Data

(A)(B)(C)(D)(E)(F)

Meal Type	Breakfast	AM Snack	Lunch	PM Snack	Supper	Night Snack
(8) Free	30		37	33		
(9) Reduced	17		21	16		
(10) Paid	29		30	20		
(11) Total Meals	76		88	69		
Average						
(12) Daily Participation	4	0	4.63	3.53	0	0

For-Profit Centers Only

Total TitleXX / XIX Beneficiaries	Free/Reduced-Price Eligible Children	Eligibility %
(13)	(14)	0.0

This organization certifies that 25% of the enrollment or licensed capacity (whichever is less) are Title XX Beneficiaries or Free/Reduced Priced Eligible Children for sites being claimed.

This organization realizes that the Center does not meet the 25% Eligibility for For-Profit Centers, and that this claim will not be reimbursed and no meals will be reported. **Note: Once this button is checked and the claim has been submitted, the claim can only be modified by a state agency representative.**

Created By: Date Created: Modified By: Date Modified:

Answer Key

Bad Apple Day Care Menu

Problems with the menu include:

Monday (6/8)

Breakfast- Menu is not creditable because the vegetable/fruit component is missing. 2% milk is not creditable. Scrambled eggs could be served in place of toast as a component or may be served as an 'other' item at breakfast.

Lunch – Menu is not creditable since two fruits are being served. Only one fruit or fruit juice and one vegetable OR two vegetables can be served at lunch.

Snack – Menu is creditable. A fruit and a vegetable may be served as the two required components at snack. Ensure full portions are served.

Tuesday (6/9)

Breakfast – Menu is not creditable since the milk component is missing. Ham slice was served in place of the bread component.

Lunch – Menu is not creditable since the vegetable component is missing.

Snack – Menu **is** creditable.

Wednesday (6/10)

Breakfast – Menu **is** creditable.

Lunch – Menu *may* be creditable if the CN label or manufacturer's product statement credits the breading on the chicken nugget as a grain in addition to the meat/meat alternate contribution. Menu lacks variety as items are same color and texture.

Snack – Menu is not creditable since vanilla wafers are not creditable. Another component must be served. Yogurt meets the sugar limits of 6 ounces containing 0 – 23 grams sugar.

Thursday (6/11)

Breakfast – Menu is not creditable since the vegetable/fruit component is missing.

Lunch – Menu is not creditable since the grain component is missing.

Snack – Menu **is** creditable.

Friday (6/12)

Breakfast – Menu is not creditable since the grain component is over the sugar limits for a ready-to-eat cereal. The cereal also could not be credited as a whole grain item.

Lunch – Menu **is** creditable.

Snack – Menu is not creditable since whole chocolate milk is not creditable. Adults and children six years of age and older may be served flavored fat-free (skim) or low-fat (1%) milk.

Overall: Ensure one whole grain (WG) is served daily. Only Wednesday and Thursday had WG served.

Maintain copies of all WG, yogurt and cereal nutrition facts labels. Meat/Alternates can be served up to three times a week for breakfasts, in place of the grain component.